

CYNTHIA A. HARDING, M.P.H.
Interim Director

JEFFREY D. GUNZE NHAUSER, M.D., M.P.H.
Interim Health Officer

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BOARD OF SUPERVISORS

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June 08, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO EXECUTE 40 CONTRACT AMENDMENTS FOR ALCOHOL AND OTHER DRUG
PREVENTION SERVICES AND ONE CONTRACT AMENDMENT FOR THE COMMUNITY
CENTERED EMERGENCY ROOM PROJECT TO EXTEND THE TERM THROUGH JUNE 30, 2018
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute 40 contract amendments for the provision of various alcohol and other drug prevention services and one contract amendment for the Community Centered Emergency Room Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Interim Director of the Department of Public Health (DPH), or her designee, to execute 39 contract amendments, substantially similar to Exhibit I, with the contractors listed in Attachment A, to extend the contract term effective July 1, 2016 through June 30, 2018, for the continued provision of Alcohol and Other Drug Prevention Services (AODPS), at a total County maximum obligation of \$29,370,972 (as detailed in Attachment A); 100 percent offset by federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds and Special funds.
2. Approve and instruct the Interim Director of DPH, or her designee, to execute an amendment to Contract Number PH-002780, substantially similar to Exhibit II, with Behavioral Health Services, Inc. (BHS), to: a) increase the contractual maximum obligation for fiscal year (FY) 2016-17 by \$975,426 from \$200,000 to \$1,175,426; b) re-establish the annual base maximum obligation at the FY 2016-17 revised amount; and c) extend the contract term through June 30, 2018, for the continued provision of AODPS, at a total annual County maximum obligation of \$864,627 (as detailed in Attachment B); 100 percent offset by federal SAPT Block Grant funds.

3. Approve and instruct the Interim Director of DPH, or her designee, to execute an amendment to Contract Number PH-002386, substantially similar to Exhibit III, with Social Model Recovery Systems, Inc. (SMRS), to extend the contract term effective July 1, 2016 through June 30, 2018, for the continued provision of the Community Centered Emergency Room Project (CCERP), at a total County maximum obligation of \$629,337 (as detailed in Attachment C); 100 percent offset by federal SAPT Block Grant funds.
4. Delegate authority to the Interim Director of DPH, or her designee, to execute amendments to the contracts referenced above that extend the term through June 30, 2019; allow the rollover of unspent contract funds; provide an internal reallocation of funds between budgets, as applicable, up to 10 percent of each term's annual base maximum obligation; and/or provide an increase or decrease in funding up to 10 percent above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
5. Delegate authority to the Interim Director of DPH, or her designee, to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.
6. Delegate authority to the Interim Director of DPH, or her designee, to: a) immediately suspend any of the current AODPS contracts upon issuing a written notice to contractors who fail to fully comply with program requirements; and b) terminate for convenience any AODPS contracts upon issuing a 30-calendar day advance written notice to contractors who are in substantial breach of the contract terms and conditions, subject to review and approval by County Counsel, and notification to your Board in writing within ten calendar days after notification to the contractor.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to execute 39 contract amendments to extend the term for the continuation of AODPS to change the social norms and community conditions that contribute to substance use and abuse among youth and young adults.

Approval of Recommendation 2 will allow DPH to execute a contract amendment with BHS to increase FY 2016-17 funding to provide additional AODPS-Comprehensive Prevention Services (CPS) in Hollywood and continue AODPS-CPS in the Beach Cities and Torrance. Recommendation 2 will also allow DPH to extend the term of the contract for the continuation of AODPS-CPS in all three (3) areas.

Of the 40 prevention services contracts, eight (8) will continue providing AODPS-Environmental Prevention Services (EPS) focusing on reducing alcohol availability and accessibility through use of environmental prevention efforts directed toward changing policies and practices related to alcohol use within Los Angeles County (County); 31 will continue providing AODPS-CPS focusing on both community and individual level services to decrease alcohol and other drug use, especially among youth and young adults; and one (1) will continue providing AODPS-Friday Night/Club Live (FNL) school-based substance abuse prevention services focusing on community, individual, and classroom level services among school-age youth.

Approval of Recommendation 3 will allow DPH to execute a contract amendment with SMRS to extend the term of the contract for the continuation of CCERP services. Under this contract, SMRS will continue focusing on reducing or eliminating community conditions that foster alcohol and other drug use, and other related problems, surrounding Los Angeles County+University of Southern California Medical Center (LAC+USC MC), and reducing the number of persons with chronic homelessness and co-occurring disorders who are frequent users of the LAC+USC MC Emergency Department.

Approval of Recommendation 4 will allow DPH to execute amendments to the contracts to extend the term of the contracts through June 30, 2019; rollover unspent contract funds; internally reallocate funds between budgets, as applicable, up to 10 percent of each term's annual base maximum obligation; and/or increase or decrease funding up to 10 percent above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments as necessary.

Recommendation 4 will also enable DPH to amend contracts to allow for the provision of additional services that are above the service level identified in the current contract and/or the inclusion of reimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed contract, the County may determine that the Contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

Approval of Recommendation 5 will allow DPH to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

Approval of Recommendation 6 will allow DPH to immediately suspend contracts with AODPS providers who fail to perform and/or fully comply with program requirements and to terminate for convenience contracts with AODPS providers who are in substantial breach of the contract terms and conditions.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost for the 41 recommended contract amendments for FYs 16-18 is \$31,840,362, offset by \$16,551,718 in SAPT Block Grant funds and \$300,000 in Special funds for FY 2016-17, and \$14,688,644 in SAPT Block Grant funds and \$300,000 in Special funds for FY 2017-18.

The payment structure for AODPS contracts will change from fee-for-service to cost reimbursement. The cost reimbursement structure is more appropriate for contracts with non-treatment modalities such as AODPS.

Funding for these services has been included in DPH's FY 2016-17 Recommended Budget and will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required under Board Policy 5.100, your Board was notified on December 16, 2015 of DPH's intent to extend the term of four (4) sole source contracts as follows: Contract Number PH-002773 with San Fernando Valley Partnership, Inc., Contract Number PH 002817 with Los Angeles County Office of Education (LACOE), Contract Number PH-002818 with LACOE, and Contract Number PH-002745 with Pueblo Y Salud, Inc.

County Counsel has approved Exhibits I, II, and III as to form. Attachments A, B, and C identify the recommended AODPS and CCERP agencies and the services to be provided.

CONTRACTING PROCESS

On December 18, 2012, your Board authorized the execution of a contract with SMRS for CCERP services, effective January 1, 2013 through June 30, 2015, and delegated authority to extend the term through June 30, 2016.

On May 11, 2015, DPH exercised its delegated authority and extended the contract for the period of July 1, 2015 through June 30, 2016.

On May 27, 2014, your Board authorized the execution of 41 AODPS renewal contracts which included four (4) sole source contracts and delegated authority to make funding and service adjustments.

Since then, DPH has exercised its delegated authority and has made funding and service adjustments to various AODPS contracts.

On November 1, 2015, Didi Hirsch Community Mental Health Services, an AODPS contractor, opted to terminate its CPS contract in Service Planning Area (SPA) 2. Of the 31 AODPS-CPS contracts recommended for a contract extension, five (5) provide CPS in SPA 2.

During the extension term, DPH intends to release a solicitation to include AODPS.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

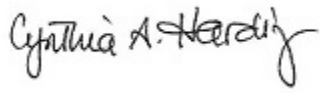
Approval of the recommended actions will allow DPH to ensure that alcohol and other drug prevention services will continue without interruption throughout the County.

The Honorable Board of Supervisors

6/8/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia A. Harding".

Cynthia A. Harding, M.P.H.

Interim Director

CAH:nb

BL#03565

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

ATTACHMENT A

Alcohol and Other Drug Prevention Services (AODPS) Contract Extension, July 1, 2016 through June 30, 2018

#	Contractor Name	Service Planning Area Served	Supervisory District Served	Contract Number	SOW	Modality	Funding FY 2016-17	Funding FY 2017-18	TOTAL
1	ASIAN AMERICAN DRUG ABUSE PROGRAM, INC.	5, 8	2	PH-002749	AODPS	EPS	\$ 716,468	\$ 640,764	\$ 1,357,232
2	ASIAN AMERICAN DRUG ABUSE PROGRAM, INC.	8	2, 4	PH-002748	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
3	AVALON-CARVER COMMUNITY CENTER	6	2	PH-002786	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
4	CALIFORNIA HISPANIC COMMISSION ON ALCOHOL AND DRUG ABUSE, INC.	7	1	PH-002808	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
5	CALIFORNIA HISPANIC COMMISSION ON ALCOHOL AND DRUG ABUSE, INC.	7	1	PH-002809	AODPS	EPS	\$ 691,813	\$ 618,910	\$ 1,310,723
6	CAMBODIAN ASSOCIATION OF AMERICA	8	4	PH-002768	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
7	CHILDREN'S HOSPITAL LOS ANGELES	4	3	PH-002767	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
8	CITY OF PASADENA PUBLIC HEALTH DEPARTMENT	3	5	PH-002813	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
9	CLARE FOUNDATION, INC.	5, 8	3, 4	PH-002814	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
10	COMMUNITY COALITION FOR SUBSTANCE ABUSE PREVENTION AND TREATMENT	6	2	PH-002815	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
11	COMMUNITY COALITION FOR SUBSTANCE ABUSE PREVENTION AND TREATMENT	6	2	PH-002816	AODPS	EPS	\$ 823,949	\$ 736,037	\$ 1,559,986
12	DAY ONE	3	5	PH-002743	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
13	DAY ONE	3	5	PH-002742	AODPS	EPS	\$ 701,253	\$ 627,277	\$ 1,328,530
14	HELPLINE YOUTH COUNSELING, INC.	7	4	PH-002757	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
15	INSTITUTE FOR PUBLIC STRATEGIES	5	2	PH-002805	AODPS	EPS	\$ 521,378	\$ 467,834	\$ 989,212
16	INSTITUTE FOR PUBLIC STRATEGIES	5	2	PH-002804	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
17	JEWISH FAMILY SERVICE OF LOS ANGELES	3	5	PH-002782	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
18	KOREATOWN YOUTH AND COMMUNITY CENTER, INC.	4	3	PH-002772	AODPS	EPS	\$ 753,382	\$ 667,805	\$ 1,421,187
19	KOREATOWN YOUTH AND COMMUNITY CENTER, INC.	4	1, 2	PH-002771	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
20	LOS ANGELES COUNTY OFFICE OF EDUCATION*	7	1, 4	PH-002817	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
21	LOS ANGELES COUNTY OFFICE OF EDUCATION*	1,3,4,5,6,7,8	1,2,3,4,5	PH-002818	AODPS	FNL	\$ 271,881	\$ 258,037	\$ 529,918
22	MJB TRANSITIONAL RECOVERY, INC.	6	2	PH-002750	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
23	NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE OF EAST SAN GABRIEL AND POMONA VALLEYS, INC.	3	1, 5	PH-002769	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
24	NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE OF THE SAN FERNANDO VALLEY	2	3, 5	PH-002770	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
25	PACIFIC CLINICS	3	1, 5	PH-002758	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

ATTACHMENT A

Alcohol and Other Drug Prevention Services (AODPS) Contract Extension, July 1, 2016 through June 30, 2018

#	Contractor Name	Service Planning Area Served	Supervisory District Served	Contract Number	SOW	Modality	Funding FY 2016-17	Funding FY 2017-18	TOTAL
26	PEOPLE COORDINATED SERVICES OF SOUTHERN CALIFORNIA	6	2	PH-002781	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
27	PHOENIX HOUSES OF LOS ANGELES, INC.	2	3	PH-002807	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
28	PROTOTYPES, CENTERS FOR INNOVATION IN HEALTH, MENTAL HEALTH, AND SOCIAL SERVICES	3	1	PH-002733	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
29	PUEBLO Y SALUD, INC.*	1	5	PH-002745	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
30	PUEBLO Y SALUD, INC.	2	3	PH-002744	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
31	SAN FERNANDO VALLEY PARTNERSHIP, INC.*	2	3	PH-002773	AODPS	EPS	\$ 769,261	\$ 681,880	\$ 1,451,141
32	SOCIAL MODEL RECOVERY SYSTEMS, INC.	4	2	PH-002759	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
33	SOUTH CENTRAL PREVENTION COALITION	6	2	PH-002746	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
34	SPIRITT FAMILY SERVICES	7	4	PH-002761	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
35	TARZANA TREATMENT CENTERS, INC.	1	5	PH-002779	AODPS	EPS	\$ 539,031	\$ 483,482	\$ 1,022,513
36	TARZANA TREATMENT CENTERS, INC.	2	3, 5	PH-002778	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
37	THE WALL - LAS MEMORIAS PROJECT	4, 7	1	PH-002787	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
38	VOLUNTEERS OF AMERICA OF LOS ANGELES	6	2	PH-002747	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
39	WATTS HEALTHCARE CORPORATION	6	2	PH-002785	AODPS	CPS	\$ 325,142	\$ 288,209	\$ 613,351
TOTAL							\$ 15,542,676	\$ 13,828,296	\$ 29,370,972

* Sole Source

SOW = Statement of Work
CPS = Comprehensive Prevention Services
EPS = Environmental Prevention Services
FNL = Friday Night/Club Live

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

ATTACHMENT B

Alcohol and Other Drug Prevention Services (AODPS) Contract Extension, July 1, 2017 through June 30, 2018

#	Contractor Name	Service Planning Area Served	Supervisory District Served	Contract Number	SOW	Modality	Current Funding FY 2016-17	Funding Increase FY 2016-17	Revised Funding FY 2016-17	Funding FY 2017-18	TOTAL
1	BEHAVIORAL HEALTH SERVICES, INC.	8	4	PH-002780	AODPS (TORRANCE)	CPS	\$ -	\$ 325,142	\$ 325,142	\$ 288,209	\$ 613,351
		8	4	PH-002780	AODPS (BEACH CITIES)	CPS	\$ -	\$ 325,142	\$ 325,142	\$ 288,209	\$ 613,351
		5	3	PH-002780	AODPS (HOLLYWOOD)	CPS	\$ 200,000	\$ 325,142	\$ 525,142	\$ 288,209	\$ 813,351
TOTAL							\$ 200,000	\$ 975,426	\$ 1,175,426	\$ 864,627	\$ 2,040,053

SOW = Statement of Work
CPS = Comprehensive Prevention Services

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL
ATTACHMENT C
Community Centered Emergency Room Project (CCERP) Contract Extension, July 1, 2016 through June 30, 2018

#	Contractor Name	Service Planning Area Served	Supervisory District Served	Contract Number	SOW	Modality	Funding FY 2016-17	Funding FY 2017-18	TOTAL
1	SOCIAL MODEL RECOVERY SYSTEMS, INC.	4	2	PH-002386	CCERP	CCERP	\$ 333,616	\$ 295,721	\$ 629,337

SOW = Statement of Work

Contract No. PH-XXXXXX

**DEPARTMENT OF PUBLIC HEALTH
ALCOHOL AND OTHER DRUG PREVENTION SERVICES**

Amendment No. X

THIS AMENDMENT is made and entered into this _____ day
of _____, 2016,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),

and _____ (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "ALCOHOL AND
OTHER DRUG PREVENTION SERVICES CONTRACT", dated July 1, 2014, and
further identified as Contract No. PH-XXXXXX, and any Amendments thereto (all
hereafter "Contract"); and

WHEREAS, it is the intent of the parties hereto to amend Contract to extend the
term of the Contract, increase the County maximum obligation, and make other
hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a
written amendment which is formally approved and executed by the parties; and

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2016.

2. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph A shall be revised to read as follows:

“A. Contractor shall provide services in the manner described in Exhibit A (Statement(s) of Work identified as Exhibit A-1.X) and all its attachments, attached hereto and incorporated herein by reference.”

3. Paragraph 3, TERM OF CONTRACT, the first Subparagraph, shall be revised to read as follows:

“The term of this Contract shall be effective July 1, 2014 and shall continue in full force and effect through June 30, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

4. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, Subparagraphs F and G shall be added to read as follows:

“F. Effective July 1, 2016 through June 30, 2017, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____), as set forth in Exhibit C-X, attached hereto and incorporated herein by reference.

G. Effective July 1, 2017 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____), as set forth in Exhibit C-X, attached hereto and incorporated herein by reference.”

5. Paragraph 5, INVOICES AND PAYMENT, Subparagraph D, Methods for Reimbursement, shall be replaced to read as follows:

“D. Methods for Reimbursement:

Cost Reimbursement: Contractor shall be paid for actual reimbursable costs incurred while providing services in accordance with the dollar amounts listed in Exhibit C. Furthermore, reimbursements are made in accordance with the line-item categories of the Budgets. The Definition of “services” for purposes of this Paragraph shall include time spent performing any service activities designated in the Statement of Work and shall also include any time spent on the preparations for such service activities.”

6. Paragraph 6, FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS, Subparagraph A shall be revised to read as follows:

“A. Upon Director’s specific written approval, as authorized by the County’s Board of Supervisors, County may: 1) increase or decrease funding up to ten percent (10%) above or below each term’s annual base maximum obligation; 2) reallocate funds between budgets within this Contract where such funds can be more effectively used by Contractor up to ten percent (10%) of the term’s annual base maximum obligation; and 3) make modifications to or within budget categories within each budget, as reflected in Exhibit C, and make corresponding service adjustments, as necessary. Such adjustments may be made based on the following: (a) if additional monies are available from federal, State, or County funding sources; (b) if a reduction of monies occurs from federal, State, or County funding sources; and/or (c) if County determines from reviewing Contractor's records of service delivery and billings to County that an underutilization of funds provided under this Contract will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source and as authorized by the County's Board of Supervisors. Adjustments and reallocations of funds in excess of the aforementioned amount shall require separate approval by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds between budgets in this Contract shall be effectuated by an administrative amendment to this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract. Any modification to or within budget categories within each budget, as reflected in Exhibit C, shall be effectuated by a change notice that shall be incorporated into and become part of this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract."

7. Paragraph 7, ALTERATION OF TERMS/AMENDMENTS, shall be replaced in entirety to read as follows:

"A. The body of this Contract and any Exhibit(s) attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.

B. The County's Board of Supervisors; the Chief Executive Officer or designee; or applicable State and/or federal entities, laws, or regulations may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract to comply with changes in law or County policy. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer, or State or federal entity. To implement such changes, an Amendment to the Contract shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors.

C. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit extensions or adjustments of the contract term; the rollover of unspent Contract funds; and/or an internal reallocation of funds between budgets up to 10 percent (10%) of each term's annual base maximum obligation and/or an increase or decrease in funding up to 10 percent (10%) above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable Contract term, and make corresponding service adjustments, as necessary, an Administrative Amendment shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and shall be incorporated into and become part of this Contract.

D. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this

Contract to permit modifications to or within budget categories within each budget, as reflected in Exhibit C, and corresponding adjustment of the scope of work tasks and/or activities and/or allow for changes to hours of operation, changes to service locations, and/or correction of errors in the Contract's terms and conditions, a written Change Notice shall be signed by the Director and Contractor, as authorized by the County's Board of Supervisors. The executed Change Notice shall be incorporated into and become part of this Contract."

8. Paragraph 15, RECORD RETENTION AND AUDITS, Subparagraph H (5) shall be revised to read as follows:

"In the event that Contractor's actual allowable and documented cost for a unit of service are less than fee-for-service rate(s) set out in the budget(s), the Contractor shall be reimbursed for its actual allowable and documented costs only."

9. Paragraph 17Y, TRAFFICKING VICTIMS PROTECTION ACT OF 2000, shall be added to read as follows:

"17Y. TRAFFICKING VICTIMS PROTECTION ACT OF 2000:

Contractors that provide services covered by this Contract shall comply with Section 106(g) of the Trafficking Victims Protection Act of 2000 as amended (22 U.S.C. 7104). Additionally, as part of the annual training requirements included in your contract, providers must include a Trafficking Victims education component. Trainings are available at the following link:
<http://www.dhs.gov/blue-campaign/awareness-training>."

10. Effective on the date of this Amendment, Exhibit A-1.X shall be added, attached hereto and incorporated herein by reference.

11. Effective on the date of this amendment, Exhibits C.X and C.X shall be added, attached hereto and incorporated herein by reference.

12. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Interim Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Cynthia A. Harding, M.P.H.
Interim Director

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

By _____
Patricia Gibson, Chief
Contracts and Grants Division

#03565

[INSERT AGENCY NAME]

STATEMENT OF WORK

Alcohol and Other Drug Prevention Services

Comprehensive Prevention Services

July 1, 2016 through June 30, 2018

A. SERVICE MODALITIES

Funding provided under this Statement of Work (SOW) shall cover Alcohol and Other Drug Prevention Services (AODPS), Comprehensive Prevention Services (CPS) as described herein.

AODPS-CPS aim to 1) decrease underage drinking and binge drinking; 2) decrease illicit drug use that is marijuana, methamphetamine, and ecstasy, and/or 3) decrease misuse of legal products that is inhalants, over-the-counter medications, and prescription drugs, among youth and young adults in Los Angeles County. This is achieved through culturally competent evidence-based prevention programs/services that focus on both community and individual level efforts to reduce alcohol availability and accessibility and decrease the social norms and community conditions that contribute to alcohol and other drug (AOD) use within the target population(s) and/or communities. The selection of services is data-driven, and designed to specifically address the highest priority AOD related problems and contributing factors of the target community(ies). The services must also clearly align with the County's Strategic Prevention Framework (SPF). This includes changing the local environment and conditions that facilitate AOD use and changing the knowledge and behaviors of youth and adults that contribute to community norms about AOD use or actual AOD use.

Integral to the success of these efforts is active and sustained involvement of local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers, and others who are knowledgeable of the local AOD related issues and who are committed to engaging in evidence-based solutions. AODPS-CPS contractors will appropriately engage community members and leaders throughout the process to best identify, implement and sustain efforts.

B. SERVICES TO BE PROVIDED

1. Comprehensive Community Assessment (CCA): Contractor shall conduct a CCA within the first six (6) months of the award (January through June 2012) (hereafter "initial CCA") and throughout the SOW term as required by the County and in accordance with the *Substance Abuse Prevention Services Program Manual*. The purpose of the CCA is to gather and analyze data from a variety of data sources (i.e., archival data, surveys, focus groups, key informant interviews, environmental scans) and identify the priority alcohol problems and contributing factors of the target area.

1. Data Submission: Upon completion of the initial CCA and any required updates, the Contractor shall submit all raw data and other documentation of findings and results to Substance Abuse Prevention and Control (SAPC) to be incorporated in the County-wide community assessment database. Data integrity must be maintained, and refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe.
2. Data Management: The Contractor must develop and maintain a *Data Management Plan* that at minimum verifies that all original documents (i.e., surveys, focus group notes) are maintained for the duration of the contract term, and that hard copies are maintained in a locked cabinet and electronic data is password protected.
2. Strategic Prevention Framework (SPF): The five (5) step SPF model is the framework for these prevention services and each step (assessment, capacity, planning, implementation, and evaluation) and the overarching concepts of cultural competency and sustainability, must be appropriately incorporated as needed and required throughout the SOW term, including as further outlined below.
3. Logic Models: Data from the initial CCA will be used to develop a Problem Analysis Logic Model that outlines the priority AOD problems and contributing factors identified during the initial CCA and a Planning Logic Model that translates these priorities into goals and objectives. These logic models will be the foundation for determining what substance abuse prevention efforts are implemented by the Contractor during the Contract term, and/or until another CCA is conducted.

All substance abuse prevention efforts implemented under this SOW must clearly align with the County's SPF plan and substance abuse prevention priorities. For AODPS-CPS contractors this is limited to the following County Goals, Long-Term Objectives (LTO) and Short-Term Objectives (STO):

Goal 1: Decrease underage drinking and binge drinking among youth and young adults in Los Angeles County.

LTO 1.1: Reduce availability of and access to alcohol by underage youth.

STO 1.1.1 - Decrease rates of retail access to alcohol by underage youth.

STO 1.1.2 - Decrease rates of social access to alcohol by underage youth.

STO 1.1.3 - Decrease the availability of alcohol in the community to underage youth.

LTO 1.2: Change social norms that contribute to alcohol use by decreasing favorable attitudes toward underage and binge drinking.

STO 1.2.1 - Increase parent/guardian communication and disapproval of underage alcohol use.

STO 1.2.2 - Increase recognition of high-risk alcohol use patterns among youth and young adults

STO 1.2.3 - Decrease social influences associated with alcohol use among youth and young adults.

STO 1.2.4 - Reduce exposure to outdoor and in-store alcohol advertising.

Goal 2: Decrease illicit drug use (i.e. marijuana, methamphetamine, ecstasy) among youth and young adults in Los Angeles County.

LTO 2.1: Reduce availability of and access to illicit drugs by youth and young adults.

STO 2.1.1 - Decrease rates of access to illicit drugs in homes, parties, and public events.

STO 2.1.2 - Decrease access to illicit drugs in retail settings.

LTO 2.2: Decrease community conditions conducive to illicit drug use.

STO 2.2.1 - Decrease neighborhood tolerance for drug dealing.

STO 2.2.2 - Decrease prevalence of nuisance locations.

LTO 2.3: Change social norms that contribute to substance use by decreasing favorable attitudes toward illicit drug use.

STO 2.3.1 - Increase parent/guardian communication and disapproval of illicit drug use.

STO 2.3.2 - Decrease social influences associated with illicit drug use among youth and young adults.

STO 2.3.3 - Reduce exposure to pro-drug products and advertising.

Goal 3: Decrease misuse of legal products (i.e. inhalants, over-the-counter (OTC) medications, prescription (Rx) drugs) among youth and young adults in Los Angeles County.

LTO 3.1: Reduce availability of and access to legal products that can be misused among youth and young adults.

STO 3.1.1 - Increase retail outlet management of substances that can be misused.

STO 3.1.2 - Increase adult management of substances in the home that can be misused.

LTO 3.2: Change social norms that contribute to substance use by decreasing favorable attitudes toward use of legal products commonly available in the home or retail outlets that can be misused.

STO 3.2.1 - Increase parent/guardian communication and disapproval of OTC, Rx, and inhalants misuse.

STO 3.2.2 - Decrease social influences associated with misuse of legal products among youth and young adults.

4. Work Plan(s): The Work Plan shall outline the specific Major Activities and associated Tasks needed to achieve the Provider STOs, and ultimately impact the LTOs and Goals, outlined in the Planning Logic Model. Only the most relevant efforts that directly contribute to achieving the identified County Goals, LTOs and STOs may be included in the Work Plan(s) and claimed for reimbursement. The Work Plan(s) must be completed using the required template and by following the provided instructions, which include but are not limited to the following criteria:

- a. Two goals (Goal 1 is required) and one associated LTO (LTO 1.1 is required) and STO is required. A separate Work Plan(s) must be completed for each LTO and/or city/community selected.
 - b. The Work Plan(s) must include all Major Activities and associated Tasks needed to achieve the Provider and County STOs and selected evidence-based practices as further outlined; and
 - c. The Work Plan(s) must be submitted to the County at least sixty (60) calendar days prior to the start of each fiscal year for approval. The documents must be submitted in an approvable format and fully detail the necessary Major Activities and associated Tasks to achieve the Provider and County STOs, and include a sufficient volume of services commensurate to the funding amount.
 - d. The Work Plan(s) will be an attachment to the contract and may be revised with SAPC approval up to August 31st of the associated fiscal year; and
 - e. Overall, the Work Plan(s) submitted over the entire SOW term must include a logical and appropriate progression in services and activities needed to favorably impact the selected Goals, LTOs and STOs. Furthermore, the identified process and outcome measures should collectively be able to determine if this combination of services and activities had the expected impact or if modifications are needed.
5. Evidence-Based Practices (EBP): Only AOD prevention services, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level AOD use and related outcomes may be implemented. As such, all Work Plan Major Activities and associated Tasks must be directly related to successful implementation of allowable EBP(s).

Allowable EBP options include 1) evidence-based programs or curricula categorized under substance abuse prevention on the National Registry of Evidence-based Programs and Practices or Communities That Care Prevention Strategies Guide; 2) substantiated AOD environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the intended outcomes. If using option three (3), the County must ensure that a comprehensive service approach can be implemented based on the selection(s), and validate the research and approve the selection(s) prior to implementation.

Contractor selected evidence-based practices/programs is/are: [Insert EBP(s) Here].

Failure to document implementation of the evidence-based practices listed above with fidelity, including modifications approved by the County, for each fiscal year of the SOW term shall be determined a breach of contract, and may result in a funding reduction up to and including SOW termination.

6. Community Engagement: Contractors must engage community members in their targeted area(s) and establish and or/sustain a Coalition to obtain feedback to guide the development of its prevention services and effectively and efficiently adjust to changing community needs. The Coalition shall have an established vision/mission objectives, structure, and membership roles/responsibilities and convene at least quarterly for the purpose of advancing the AOD prevention objectives. An agenda, sign-in sheet, and meeting minutes must be maintained for each session where the minutes include statements of proceedings, listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken.

The Contractor must also actively participate in the SPA-Based Coalition on Alcohol Availability and Accessibility in the SPA(s) where it provides services to effectively inform, engage, and mobilize community support, particularly in its target area(s), around the Coalition's prevention efforts.

7. Additional Requirements: The *Substance Abuse Prevention Services Program Manual* and associated *Bulletins* and/or *Procedures* provide additional details on programmatic requirements of the Contract, including but not limited to those listed above.

C. PERSONS AND AREAS TO BE SERVED

1. This Contract requires delivery of individual and community focused prevention efforts. For community/environmental services, "persons served" refers to those individuals who are directly involved in the development and/or implementation of such efforts. Depending on what services are outlined in the County approved Work Plan, this may include, but is not limited to, government officials, community members, local businesses, agencies providing various prevention services, and youth advocates. For individual focused services, "persons served" refers to those individuals (e.g., youth, young adults, parents/guardians) who are direct recipients of a service or activity.
2. The following Institute of Medicine (IOM) prevention classification categories are allowable:

Universal Prevention: Targets the entire population (national, local community, school, and neighborhood) with messages and programs aimed at preventing or delaying the (ab)use of alcohol or other drugs. All members of the population share the same general risk for substance (ab)use, although the risk may vary among individuals.

Selective Prevention: Targets subsets of the total population at risk for substance abuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk for substance abuse than the general population. An individual's personal risk is not specifically assessed or identified, and is based solely on a presumption given his or her membership in the at-risk subgroup.

Indicated Prevention: Targets individuals who do not meet Diagnostic and Statistical Manual of Mental Disorders Fourth Edition, Text Revision (DSM-IV-TR) criteria for abuse or dependence, but who are showing early danger signs, such as failing grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting potential early signs of substance abuse and other problem behaviors associated with substance abuse and to target them with special programs.

In all cases, these prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for a substance use disorder according to the Fifth Edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). A screening and/or assessment shall not be conducted for the sole purpose of making this determination. Furthermore, any use of screening tools under prevention contracts must be included on work plans and approved by SAPC in advance.

3. Services will be provided to and/or involve the following age group(s): Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Children 0-7 years old | <input type="checkbox"/> Young Adults 18-24 years old |
| <input type="checkbox"/> Children 8-11 years old | <input type="checkbox"/> Adults 25-59 years old |
| <input type="checkbox"/> Youth 12-17 years old | <input type="checkbox"/> Older Adults 60+ years old |

4. All agencies that indicate above, or it is otherwise substantiated, that the contracted and/or provided services require(d) any contact with individuals less than 18 years of age must comply with fingerprint clearance requirements as outlined in the Contract, under, Paragraph 22, Subparagraph D, Background and Security Investigations.

Services will be made available to ☐ Males ☐ Females.

Unless a specific special population(s) is identified below, services will be made available to all individuals in the specified age group(s) and gender(s) identified above regardless of racial or ethnic status or other special population(s).

Special population(s) to be served: ☐ No ☐ Yes

If yes, indicate special population to be served: [\[Insert Population Here\]](#).

5. Services will be provided in SPA [\[Insert # Here\]](#) and Supervisorial District(s) [\[Insert #\(s\) Here\]](#). This includes the following Los County city(ies) and/or community(ies): [\[Insert Names Here\]](#), and as defined by the following boundaries (e.g., streets if not entire city, zip codes) [\[Insert Additional Information Here\]](#).

D. SERVICE DELIVERY SITES AND DAYS/HOURS OF OPERATION

The primary and secondary/satellite sites (e.g., schools) where services are provided and/or administered is as follows. Include all sites identified in the County approved Work Plan. A current agreement letter is required for all regular services provided at schools and other locations where the Contractor does not own or lease the property. This document

must comply with all host site requirements (e.g., school, district), including services to be provided (e.g., frequency, days/times, group topics). A copy must be provided to SAPC prior to delivery of services.

Primary Facility Site				
1	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Email Contact Address(es)			
	Enter Days and Hours of Operations			
	Enter Site Address			

Secondary or Satellite Facility Sites				
2	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
3	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
4	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
5	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at primary and secondary/satellite location(s) and/or before commencing such services at any other location. If the population/ages served, days and hours of operation, telephone number, FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

E. DATA REPORTING, REPORTS AND EVALUATION

1. California Outcome Measurement Service for Prevention (CalOMS Pv): All substance abuse prevention services provided per the County approved Work Plan, shall be entered in the CalOMS Pv web-based data collection system as required by the California Department of Health Care Services (DHCS) and as further outlined in the following supplemental documents: *Substance Abuse Prevention Services Program Manual*, and the *Work Plan Instructions*.

Contractor shall enter data on a weekly basis and comply with meeting monthly reporting timelines, participate in webinar training sessions, and follow guidelines for reporting prevention service activities. Payments may be delayed and/or disallowed if CalOMS Pv data entry is consistently delinquent, inaccurate, does not fully represent completion of services in the County approved Work Plan, and/or otherwise does not comply with County and DHCS data reporting requirements.

2. Agency Conducted Evaluation: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within sixty (60) days of the agreement award and update the plan each fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, verification that a maximum of ten (10) percent of the budget is allocated for program evaluation each fiscal year, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by County.
3. County Conducted Evaluation: Contractor agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, completing on-line surveys and interviews as requested, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described shall constitute a breach of contract and this SOW may be terminated by County.
4. Required Reports: The following reports are required annually and must comply with all requirements outlined in the instructions and template: Annual Work Plan(s), Work Plan Amendments (as required), Year-End Report (including quarterly updates as required), Evaluation Report, Training and Staff Development Plan, and CCA reports and results. Additional reports may be required as necessary to ensure contract compliance and quality assurance. Report formats will be provided, and claims reimbursement may be delayed if reports are not submitted on-time and as required.

F. STAFFING AND TRAINING REQUIREMENTS

1. Program Director: Contractor shall designate a Program Director to administer the prevention services provided under this SOW. In addition to the Minimum Qualifications described below, such person shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation and knowledge of State and County funding and other requirements for AOD prevention services.

2. Prevention Coordinator: One full-time equivalent (1 FTE = 40 hours a week) position must be assigned to the AODPS-CPS contract to serve as the Prevention Coordinator. Unless otherwise designated by the Contractor, this individual will be the primary contact for the Contract and responsible for oversight of daily operations including implementation of the County approved Work Plan; ensuring compliance with County, State and federal funding contract requirements; and maintaining compliance with data entry into CalOMS Pv. The Prevention Coordinator is under the supervision of the Program Director.
3. Minimum Qualifications: All staff employed (full-time and part-time) under this SOW to provide direct services must meet the following minimum qualifications:
 - a. One (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services prior to employment. Education may be substituted for experience where coursework is directly related to an ATOD prevention or public health field; and
 - b. Experience developing, providing, and/or evaluating community-based environmental prevention programs/services; and
 - c. Experience conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation; and
 - d. Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population based effort; and
 - e. Ability to implement evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors; and
 - f. Competency to work with the various ethnic/cultural groups in the target area/community.

If applicants for positions other than the Program Director and Prevention Coordinator do not meet the above requirements, other relevant experience (e.g., community organizing, other prevention experience) may be substituted if approved by SAPC in advance of hiring and where agreed to trainings are provided by an external training organization within three (3) months of employment.

4. Staff Positions and Vacancies: All positions outlined on the Budget to provide *prevention services* must be filled at the approved designated level throughout the SOW term.

If any position becomes vacant during the term of this SOW, the SAPC Director or designee must be notified within ten (10) calendar days. The resume and related experience for individuals selected to temporarily or permanently fill the Program Director and Prevention Coordinator positions must be submitted to the designated SAPC representative for review prior to employment. SAPC may deny employment on this SOW when a candidate's experience does not meet minimum requirements and/or is not adequately substantiated. All vacancies must be filled within sixty (60) calendar days after the vacancy occurs.

5. Fingerprint Clearance Requirements: Contractor shall comply with all fingerprint clearance requirements as outlined in the Contract, under Paragraph 22, Subparagraph D, Background and Security Investigations.
6. Agency Training Requirements: Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this SOW. Contractor shall be responsible for training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this SOW shall participate. This includes requirements as outlined in the Contract under, Paragraph 63, Staff and Training/Staff Development.
7. County Meeting and Training Requirements: The Program Director and/or Prevention Coordinator shall attend all County mandated meetings and trainings, and the representative(s) in attendance must have the ability to participate and make decisions in reference to this SOW on behalf of the Contractor.

G. REIMBURSEMENT AND CLAIMS SUBMISSION

Reimbursement Structure:

Contractor will be reimbursed for actual reimbursable costs incurred while providing services designated in this SOW in accordance with the dollar amounts listed in Exhibit C and in the Budget(s) attached hereto and incorporated herein by reference, and as such costs are reflected in Contractor's billing statements. The definition of "services" shall include time spent performing any service activities designated in this SOW and shall also include time spent on preparation for such service activities.

Reimbursement may be delayed and/or disallowed if Contractor is non-compliant with the terms of the SOW including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full, submit data/documentation reflective of all services as outlined in the County approved Work Plan, and appropriately document or input service data into the CalOMS Pv database as required. In no event shall County's compensation to Contractor exceed the one-twelfth (1/12) monthly maximum allocation stated herein.

H. QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the Substance Abuse Prevention and Control Master Audit Program; County Standard Terms and Conditions; as required in the PERFORMANCE BENCHMARKS AND DASHBOARDS Paragraph of the Contract; as required in the QUALITY CONTROL paragraph of this Statement of Work, and the following additional requirements:

1. County Monitoring: Monitoring visits will occur at least once each fiscal year to determine completion of activities, outcomes, and STOs outlined in the *Work Plan* and this SOW. Unsubstantiated and/or incomplete activities will be discussed and included as an area of deficiency in the monitoring site visit report as applicable. All areas of

deficiency and/or technical assistance needs will require a written Corrective Action Plan (CAP) where the Contractor must identify the steps to be taken to ensure the deficiencies do not reoccur. A CAP follow-up visit will occur in the next fiscal year.

2. County Observations: In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

I. **QUALITY CONTROL**

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the designated County Contract Program Auditor for review. The plan shall include, but may not be limited to the following:

1. Method of monitoring to ensure that Contract requirements are being met.
2. A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
3. As a result of federal, State, and local emphasis on better documenting and assessing program effectiveness, County may, at its sole discretion, require Contractors to participate in County-authorized process and outcome evaluations.

AODPS.CPS
Revised 4/11/16 yc

[INSERT AGENCY NAME]

STATEMENT OF WORK

Alcohol and Other Drug Prevention Services

Environmental Prevention Services

July 1, 2016 through June 30, 2018

A. SERVICE MODALITIES

Funding provided under this Statement of Work (SOW) shall cover Alcohol and Other Drug Prevention Services (AODPS), Environmental Prevention Services (EPS) as described herein.

AODPS-EPS contracts aim to decrease underage drinking and binge drinking, especially among youth and young adults by reducing alcohol availability and accessibility in Los Angeles County through culturally competent evidence-based prevention environmental efforts that change the policies, ordinances, and practices that facilitate alcohol use and develop methods to ensure efforts are enforced and sustained once implemented. The selection of environmental efforts/services is data-driven, and designed to specifically address the highest priority alcohol related problems and contributing factors of the target community(ies). The environmental efforts/services must also clearly align with the County's Strategic Prevention Framework (SPF). This includes addressing where and how alcohol is sold and marketed, alcohol serving and sales practices, alcohol sales to minors, passage of alcohol related ordinances/policies, and compliance with local alcohol related regulations.

Integral to the success of these environmental efforts is active and sustained involvement of local community residents (youth and adults), leaders, non-alcohol and other drug (AOD) focused businesses, AOD services providers, and others who are knowledgeable of the local alcohol related issues and who are committed to engaging in evidence-based solutions. AODPS-EPS contractors will appropriately engage community members and leaders throughout the process to best identify, implement and sustain efforts.

B. SERVICES TO BE PROVIDED

1. Comprehensive Community Assessment (CCA): Contractor shall conduct a CCA within the first six (6) months of the award (January through June 2012) (hereafter "initial CCA") and throughout the SOW term as required by the County and in accordance with the *Substance Abuse Prevention Services Program Manual*. The purpose of the CCA is to gather and analyze data from a variety of data sources (i.e., archival data, surveys, focus groups, key informant interviews, environmental scans) and identify the priority alcohol problems and contributing factors of the target area.
 - a. Data Submission: Upon completion of the initial CCA and any required updates, the Contractor shall submit all raw data and other documentation of

findings and results to Substance Abuse Prevention and Control (SAPC) to be incorporated in the County-wide community assessment database. Data integrity must be maintained, and refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe.

- b. Data Management: The Contractor must develop and maintain a *Data Management Plan* that at minimum verifies that all original documents (i.e., surveys, focus group notes) are maintained for the duration of the contract term, and that hard copies are maintained in a locked cabinet and electronic data is password protected.
2. Strategic Prevention Framework (SPF): The five (5) step SPF model is the framework for these prevention services and each step (assessment, capacity, planning, implementation, and evaluation) and the overarching concepts of cultural competency and sustainability, must be appropriately incorporated as needed and required throughout the SOW term, including as further outlined below.
3. Logic Models: Data from the initial CCA will be used to develop a Problem Analysis Logic Model that outlines the priority alcohol problems and contributing factors identified during the initial CCA and a Planning Logic Model that translates these priorities into goals and objectives. These logic models will be the foundation for determining what substance abuse prevention efforts are implemented by the Contractor during the Contract term, and/or until another CCA is conducted.

All substance abuse prevention efforts implemented under this SOW must clearly align with the County's SPF plan and substance abuse prevention priorities. For AODPS-EPS contractors this is limited to the following County Goals, Long-Term Objectives (LTO) and Short-Term Objectives (STO):

Goal 1: Decrease underage drinking and binge drinking among youth and young adults in Los Angeles County.
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LTO 1.1: Reduce availability of and access to alcohol by underage youth.
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STO 1.1.1 - Decrease rates of retail access to alcohol by underage youth.

STO 1.1.2 - Decrease rates of social access to alcohol by underage youth.

STO 1.1.3 - Decrease the availability of alcohol in the community to underage youth.
--

4. Work Plan(s): The Work Plan shall outline the specific Major Activities and associated Tasks needed to achieve the Provider STOs, and ultimately impact the LTOs and Goals, outlined in the Planning Logic Model. Only the most relevant efforts that directly contribute to achieving the identified County Goals, LTOs and STOs may be included in the Work Plan(s) and claimed for reimbursement. The Work Plan(s) must be completed using the required template and by following the provided instructions, which include but are not limited to the following criteria:
 - a. A separate Work Plan(s) must be completed for the coalition and each LTO and/or city/community selected. For AODPS-EPS contractors, Goal 1 and

LTO 1.1 is required, and at least one associated STO (1.1.1, 1.1.2, or 1.1.3), including efforts to implement a new alcohol related policy effort; and

- b. The Work Plan(s) must include all Major Activities and associated Tasks needed to achieve the Provider and County STOs and selected evidence-based practices as further outlined; and
 - c. The Work Plan(s) must be submitted to the County at least sixty (60) calendar days prior to the start of each fiscal year for approval. The documents must be submitted in an approvable format and fully detail the necessary Major Activities and associated Tasks to achieve the Provider and County STOs, and include a sufficient volume of services commensurate to the funding amount; and
 - d. The Work Plan(s) will be an attachment to the contract and may be revised with SAPC approval; and
 - e. Overall, the Work Plan(s) submitted over the entire SOW term must include a logical and appropriate progression in services and activities needed to favorably impact the selected Goals, LTOs and STOs. Furthermore, the identified process and outcome measures should collectively be able to determine if this combination of services and activities had the expected impact or if modifications are needed.
5. Evidence-Based Practices (EBP): Only AOD prevention services, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level AOD use and related outcomes may be implemented. As such, all Work Plan Major Activities and associated Tasks must be directly related to successful implementation of allowable environmental related EBP(s).

Allowable EBP options include 1) evidence-based programs categorized under substance abuse prevention on the National Registry of Evidence-based Programs and Practices or Communities That Care Prevention Strategies Guide; 2) substantiated AOD environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the intended outcomes. If using option three (3), the County must ensure that a comprehensive service approach can be implemented based on the selection(s), and validate the research and approve the selection(s) prior to implementation.

Contractor selected evidence-based practices/programs is/are: Insert EBP(s) Here.

Failure to document implementation of the evidence-based practices listed above with fidelity, including modifications approved by the County, each fiscal year of the SOW term shall be determined a breach of contract, and may result in a funding reduction up to and including SOW termination.

6. Community Engagement: Establish and coordinate a coalition comprised of local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers (including AODPS Comprehensive Prevention Services [CPS] contractors in the specified SPA), and others from the target city(ies)/community(ies) to better understand local AOD related issues, and participate in implementation of the environmental AOD-related prevention efforts and identified policy effort. The collaboration among AODPS-EPS and AODPS-CPS contractors is required to effectively inform and engage local community members and agencies to address the County's identified Goals and Objectives.

The coalition shall have an established mission/vision, objectives, structure, and membership roles/responsibilities. It shall convene at least quarterly for the purpose of advancing the alcohol availability and accessibility objectives. An agenda, sign-in sheet, and meeting minutes must be maintained for each session where the minutes include statements of proceedings, listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken.

7. Additional Requirements: The *Substance Abuse Prevention Services Program Manual* and associated *Bulletins* and/or *Procedures* provide additional details on programmatic requirements of the Contract, including but not limited to those listed above.

C. **PERSONS AND AREAS TO BE SERVED**

1. This Contract requires delivery of environmental prevention efforts, therefore "persons served" refers to those individuals who are directly involved in the development and/or implementation of such efforts. Depending on what services are outlined in the County approved Work Plan, this may include, but is not limited to, law enforcement, government officials, community members, local businesses, agencies providing various prevention services, and youth advocates.
2. The following Institute of Medicine (IOM) prevention classification categories are allowable:

Universal Prevention: Targets the entire population (national, local community, school, and neighborhood) with messages and programs aimed at preventing or delaying the (ab)use of alcohol or other drugs. All members of the population share the same general risk for substance (ab)use, although the risk may vary among individuals.

Selective Prevention: Targets subsets of the total population at risk for substance abuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group. The selection prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk for substance abuse than the general population. An individual's personal risk is not specifically assessed or identified, and is based solely on a presumption given his or her membership in the at-risk subgroup.

Indicated Prevention: Targets individuals who do not meet Diagnostic and Statistical Manual of Mental Disorders Fourth Edition, Text Revision (DSM-IV-TR) criteria for abuse or dependence, but who are showing early danger signs, such as failing grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting potential early signs of substance abuse and other problem behaviors associated with substance abuse and to target them with special programs.

3. In all cases, these prevention services shall be directed at individuals who do not require treatment services, and do not/would not meet criteria for a substance use disorder according to the Fifth Edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). Prevention screenings are allowable services.
4. Services will be provided to and/or involve the following age group(s): Check all that apply.

<input type="checkbox"/> Children 0-7 years old	<input type="checkbox"/> Young Adults 18-24 years old
<input type="checkbox"/> Children 8-11 years old	<input type="checkbox"/> Adults 25-59 years old
<input type="checkbox"/> Youth 12-17 years old	<input type="checkbox"/> Older Adults 60+ years old
5. All agencies that indicate above, or it is otherwise substantiated, that the contracted and/or provided services require(d) any contact with individuals less than 18 years of age must comply with fingerprint clearance requirements as outlined in the Contract, under, Paragraph 22, Subparagraph D, Background and Security Investigations.

Services will be made available to ☐ Males ☐ Females.

Unless a specific special population(s) is identified below, services will be made available to all individuals in the specified age group(s) and gender(s) identified above regardless of racial or ethnic status or other special population(s).

Special population(s) to be served: ☐ No ☐ Yes

If yes, indicate special population to be served: [\[Insert Population Here\]](#).

6. Services will be provided in SPA [\[Insert # Here\]](#) and Supervisorial District(s) [\[Insert #\(s\) Here\]](#). This includes the following Los County city(ies) and/or community(ies): [\[Insert Names Here\]](#), and as defined by the following boundaries (e.g., streets if not entire city, zip codes) [\[Insert Additional Information Here\]](#).

D. SERVICE DELIVERY SITES AND DAYS/HOURS OF OPERATION

The primary and secondary/satellite sites (e.g., schools) where services are provided and/or administered is as follows. Include all sites identified in the County approved Work Plan. A current agreement letter is required for all regular services provided at schools and other locations where the Contractor does not own or lease the property. This document must comply with all host site requirements (e.g., school, district), including services to be provided (e.g., frequency, days/times, group topics). A copy must be provided to SAPC prior to delivery of services.

Primary Facility Site					
1	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Email Contact Address(es)				
	Enter Days and Hours of Operations				
	Enter Site Address				

Secondary or Satellite Facility Sites					
2	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				
3	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				
4	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				
5	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at primary and secondary/satellite location(s) and/or before commencing such services at any other location. If the population/ages served, days and hours of operation, telephone number, FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

E. DATA REPORTING, REPORTS AND EVALUATION

1. California Outcome Measurement Service for Prevention (CalOMS Pv): All substance abuse prevention services provided per the County approved Work Plan, including preparation hours and direct service hours, shall be entered in the CalOMS Pv web-based data collection system as required by the California Department of Health Care Services (DHCS) and as further outlined in the following supplemental documents: and the *Work Plan Instructions*.

AODPS-EPS contractors may utilize all six Center for Substance Abuse Prevention (CSAP) strategies: Information Dissemination, Problem Identification and Referral, Education, Alternative, Community-Based Process, and Environmental Strategies,

and report activities in CalOMS Pv. Activities selected should be used to assist providers with accomplishing work plan goals and objectives.

2. Agency Conducted Evaluation: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within sixty (60) days of the agreement award and update the plan each fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, verification that a maximum of ten (10) percent of the budget is allocated for program evaluation each fiscal year, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by County.
3. County Conducted Evaluation: Contractor agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, completing on-line surveys and interviews as requested, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described shall constitute a breach of contract and this SOW may be terminated by County.
4. Required Reports: The following reports are required annually and must comply with all requirements outlined in the instructions and template: Annual Work Plan(s), Work Plan Amendments (as required), Year-End Report (including quarterly updates as required), Evaluation Report, Training and Staff Development Plan, and CCA reports and results. Additional reports may be required as necessary to ensure contract compliance and quality assurance. Report formats will be provided, and claims reimbursement may be delayed if reports are not submitted on-time and as required.

F. STAFFING AND TRAINING REQUIREMENTS

1. Program Director: Contractor shall designate a Program Director to administer the prevention services provided under this SOW. In addition to the Minimum Qualifications described below, such person shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation and knowledge of State and County funding and other requirements for AOD prevention services.
2. Prevention Coordinator: One full-time equivalent (1 FTE = 40 hours a week) position must be assigned to the AODPS-EPS contract to serve as the Prevention Coordinator. Unless otherwise designated by the Contractor, this individual will be the primary contact for the Contract and responsible for oversight of daily operations including implementation of the County approved Work Plan; ensuring compliance

with County, State and federal funding contract requirements; and maintaining compliance with data entry into CalOMS Pv. The Prevention Coordinator is under the supervision of the Program Director.

3. Minimum Qualifications: All staff employed (full-time and part-time) under this SOW to provide direct services (e.g., Staff Hours) must meet the following minimum qualifications:
 - a. One (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services prior to employment. Education may be substituted for experience where coursework is directly related to an ATOD prevention or public health field; and
 - b. Experience developing, providing, and/or evaluating community-based environmental prevention programs/services; and
 - c. Experience conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation; and
 - d. Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population based effort; and
 - e. Ability to implement evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors; and
 - f. Competency to work with the various ethnic/cultural groups in the target area/community.

If applicants for positions other than the Program Director and Prevention Coordinator do not meet the above requirements, other relevant experience (e.g., community organizing, other prevention experience) may be substituted if approved by SAPC in advance of hiring and where agreed to trainings are provided by an external training organization within three (3) months of employment.

4. Staff Positions and Vacancies: All positions outlined on the Budget to provide *prevention services* must be filled at the approved designated level throughout the SOW term.

If any position becomes vacant during the term of this SOW, the SAPC Director or designee must be notified within ten (10) calendar days. The resume and related experience for individuals selected to temporarily or permanently fill the Program Director and Prevention Coordinator positions must be submitted to the designated SAPC representative for review prior to employment. SAPC may deny employment on this SOW when a candidate's experience does not meet minimum requirements and/or is not adequately substantiated. All vacancies must be filled within sixty (60) calendar days after the vacancy occurs.

5. Fingerprint Clearance Requirements: Contractor shall comply with all fingerprint clearance requirements as outlined in the Contract, under Paragraph 22, Subparagraph D, Background and Security Investigations.

6. Agency Training Requirements: Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this SOW. Contractor shall be responsible for training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this SOW shall participate. This includes requirements as outlined in the Contract under, Paragraph 63, Staff and Training/Staff Development.
7. County Meeting and Training Requirements: The Program Director and/or Prevention Coordinator shall attend all County mandated meetings and trainings, and the representative(s) in attendance must have the ability to participate and make decisions in reference to this SOW on behalf of the Contractor.

G. REIMBURSEMENT AND CLAIMS SUBMISSION

Reimbursement Structure: Contractor will be reimbursed for actual reimbursable costs incurred while providing services designated in this SOW in accordance with the dollar amounts listed in Exhibit C and in the Budget(s) attached hereto and incorporated herein by reference, and as such costs are reflected in Contractor's billing statements. The definition of "services" shall include time spent performing any service activities designated in this SOW and shall also include time spent on preparation for such service activities.

Reimbursement may be delayed and/or disallowed if Contractor is non-compliant with the terms of the SOW including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full, submit data/documentation reflective of all services as outlined in the County approved Work Plan, and appropriately document or input service data into the CalOMS Pv database as required. In no event shall County's compensation to Contractor exceed the one-twelfth (1/12) monthly maximum allocation stated herein.

H. QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the Substance Abuse Prevention and Control Master Audit Program; County Standard Terms and Conditions; as required in the PERFORMANCE BENCHMARKS AND DASHBOARDS Paragraph of the Contract; as required in the QUALITY CONTROL paragraph of this Statement of Work, and the following additional requirements:

1. County Monitoring: Monitoring visits will occur at least once each fiscal year to determine completion of activities, outcomes, and STOs outlined in the *Work Plan* and this SOW. Unsubstantiated and/or incomplete activities will be discussed and included as an area of deficiency in the monitoring site visit report as applicable. All areas of deficiency and/or technical assistance needs will require a written Corrective Action Plan (CAP) where the Contractor must identify the steps to be taken to ensure the deficiencies do not reoccur. A CAP follow-up visit will occur in the next fiscal year.

2. County Observations: In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

I. **QUALITY CONTROL**

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the designated County Contract Program Auditor for review. The plan shall include, but may not be limited to the following:

1. Method of monitoring to ensure that Contract requirements are being met.
2. A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
3. As a result of federal, State, and local emphasis on better documenting and assessing program effectiveness, County may, at its sole discretion, require Contractors to participate in County-authorized process and outcome evaluations.

AODPS.EPS
REVISED 4/11/16 yc

[INSERT AGENCY NAME]

STATEMENT OF WORK

Alcohol and Other Drug Prevention Services

Friday Night Live

July 1, 2016 through June 30, 2018

A. SERVICE MODALITIES

Funding provided under this Statement of Work (SOW) shall cover Alcohol and Other Drug Prevention Services (AODPS), Friday Night Live (FNL) as described herein.

AODPS-FNL contracts aim to decrease 1) underage drinking and binge drinking; 2) illicit drug use that is marijuana, methamphetamine, and ecstasy; and/or 3) misuse of legal products that is inhalants, over-the-counter (OTC) medications, and prescription (Rx) drugs, among youth and young adults in Los Angeles County. This is achieved by ensuring opportunities for positive youth development, and the ability to identify and direct implementation of school and community-based efforts to reduce alcohol availability and accessibility, and decrease the social norms and community conditions that contribute to alcohol and other drug (AOD) use.

These skills are developed through participation in FNL (high school), Club Live (middle school) and FNL Kids (4th, 5th and 6th grade) school-based chapters, and with the guidance of adult advisors who help facilitate successful implementation of prevention projects, including environmental efforts and social events. The Contractor is responsible for ensuring that the training, resources, and program oversight is sufficient to ensure fidelity to the FNL models and that expansion to additional school sites occurs where appropriate.

B. SERVICES TO BE PROVIDED

1. Members in Good Standing (MIGS): Contractor shall maintain MIGS status throughout the contract term, as determined by the California Friday Night Live Partnership (CFNLP). This is to ensure that all FNL projects statewide apply the same minimum standards, including the foundational evidence-based principal of youth development and utilization of environmental prevention strategies.
2. Chapter Sites: Contractor shall ensure that at least one FNL site implements the *Friday Night Live Roadmap Chapter Project Guide* (hereafter *Roadmap*) with fidelity, and that other sites implement elements of the Roadmap to prepare for future expansion of the model. Additional requirements are as follows:
 - a. Roadmap site(s) must follow the *Roadmap* with fidelity and focus on implementing the Center for Substance Abuse Prevention (CSAP) environmental strategy and the associated activities, with other strategies (i.e., information dissemination, education, alternatives, community-based process) used only to specifically support implementation of the

environmentally focused effort(s). Each module (capacity, assessment, planning and implementation) must be completed by high school students with direction by the advisor, and a timeline and quarterly updates submitted to the County as required.

- b. Non-Roadmap sites must follow the *Friday Night Live Virtual Handbook Program Guide* and the *Component Action Guide*, and incorporate components of the *Roadmap* to improve readiness for future utilization of that model. The FNL (high school), Club Live (middle school), and FNL Kids (elementary school) chapters must be developed and maintained according to CFNLP guidelines and documents, and implement youth led activities (e.g., events, projects) rather than staff directed efforts (e.g., mentoring, classroom education).
- c. FNL and Club Live chapters shall be available in each Service Planning Area (SPA) and distributed proportionally based on data indicators. FNL Kids is optional, but if provided it should also be proportionally available in each SPA. Chapter distribution is as follows but may be updated throughout the term as agreed with SAPC to allow for project growth or redistribution of sites:

Chapter Type	SPA 1	SPA 2	SPA 3	SPA 4	SPA 5	SPA 6	SPA 7	SPA 8
Friday Night Live (High School)	#	#	#	#	#	#	#	#
Club Live (Middle School)	#	#	#	#	#	#	#	#
FNL Kids (Elementary School)	#	#	#	#	#	#	#	#
Roadmap School Site(s)	[insert school name(s)]						[insert SPA]	

- d. Contractor shall ensure, and maintain documentation that, each FNL, Club Live, and FNL Kids chapter:
 - i. Completes and submits the chapter application, chapter profile, and advisor information for each school year; and
 - ii. Submits a monthly activity log (excluding non-instruction months); and
 - iii. Facilitates at least one chapter meeting per month; and
 - iv. Organizes at least one environmental prevention project (excluding FNL Kids chapters) and one social event each school year; and
 - v. Conducts the Youth Development Survey with each FNL and Club Live chapter by April 30 of each year.
3. Adult Advisors: Each FNL, Club Live and FNL Kids school site shall have an adult advisor (e.g., teacher, principal) charged with guiding implementation of the student-led FNL project, and ensuring alignment of efforts with CFNLP and AODPS-FNL requirements. The Contractor shall ensure that each adult advisor is trained on CFNLP and AODPS-FNL requirements at least annually and receives one-on-one

guidance at least every other month regarding site specific implementation efforts. A stipend shall be provided for each adult advisor who is not a Contractor employee, unless not permitted by the advisor's employer. The stipend amount and process for determining distribution shall be approved by SAPC, and documentation shall be maintained to substantiate these requirements.

4. Youth Development: The Contractor shall ensure that employees and advisors are trained in youth development principles, including but not limited to those outlined in the *Friday Night Live/Club Live Youth Development Standards of Practice* and *Friday Night Live/Club Live Operating Principles*, and are capable of modeling these principles and fully incorporating them in all efforts. Training shall occur prior to delivery of services and at least annually thereafter.
5. Youth Council: The Contractor shall maintain a youth council that operates year-round and provides guidance on implementing substance abuse prevention efforts throughout the County. Development of this council shall be done in collaboration with the CFNLP.
6. FNL Branding: The Contractor shall identify all FNL activities using the appropriate branding and logos to ensure statewide continuity and project integrity, including on all distributed materials, banners and posters, and develop and maintain an accessible and youth friendly FNL webpage that outlines project goals, successes, and other related information.
7. Training and Technical Assistance: The Contractor shall participate in all training and technical assistance session required by the CFNLP, including annual conferences. The Contractor shall also ensure that Chapters (e.g., adult advisors) participate in these sessions as appropriate to ensure understanding of program requirements and changes.
8. Work Plan(s): The Work Plan shall outline the specific Major Activities and associated Tasks needed to ensure that adult advisors are fully trained and capable of implementing FNL, Club Live, and/or FNL Kids chapters as designed and intended, and to ensure appropriate development of new chapters and oversight of existing chapters. The Work Plan(s) must be completed using the required template and by following the provided instructions, which include but are not limited to the following criteria:
 - a. The Work Plan(s) must include all Major Activities and associated Tasks needed to develop, implement and effectively oversee each chapter including requirements listed herein; and
 - b. The Work Plan(s) must be submitted to the County at least sixty (60) calendar days prior to the start of each fiscal year for approval. The documents must be submitted in an approvable format and fully detail the necessary Major Activities and associated Tasks, and include a sufficient volume of services/staff hours for the funding amount; and
 - c. The Work Plan(s) will be an attachment to the contract and may be revised with SAPC approval up to August 31st of the associated fiscal year.

9. Additional Requirements: The *Substance Abuse Prevention Services Program Manual*, and associated *Bulletins* and *Procedures* provide additional details on programmatic requirements of the contract, including but not limited to those listed above.

C. PERSONS AND AREAS TO BE SERVED

1. This Contract requires delivery of substance abuse prevention efforts under the FNL, Club Live, and FNL Kids Chapters, therefore “persons served” refers to those students and adult advisors who are directly involved in the development and/or implementation of such efforts. The following information must align with the County approved Work Plan.
2. The following Institute of Medicine (IOM) prevention classification categories are allowable:

Universal Prevention: Targets the entire population (national, local community, school, and neighborhood) with messages and programs aimed at preventing or delaying the (ab)use of alcohol or other drugs. All members of the population share the same general risk for substance (ab)use, although the risk may vary among individuals.

Selective Prevention: Targets subsets of the total population at risk for substance abuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk for substance abuse than the general population. An individual's personal risk is not specifically assessed or identified, and is based solely on a presumption given his or her membership in the at-risk subgroup.

Indicated Prevention: Targets individuals who do not meet Diagnostic and Statistical Manual of Mental Disorders Fourth Edition, Text Revision (DSM-IV-TR) criteria for abuse or dependence, but who are showing early danger signs, such as failing grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting potential early signs of substance abuse and other problem behaviors associated with substance abuse and to target them with special programs.

3. In all cases, these prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for a substance use disorder according to the Fifth Edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). Prevention screenings are allowable services they can be provided to and/or involve the following age group(s): Check all that apply.

- ☐ Children 0-7 years old
- ☐ Children 8-11 years old
- ☐ Youth 12-17 years old

- ☐ Young Adults 18-24 years old
- ☐ Adults 25-59 years old
- ☐ Older Adults 60+ years old

All agencies that indicate above, or it is otherwise substantiated, that the contracted and/or provided services require(d) any contact with individuals less than 18 years of age must comply with fingerprint clearance requirements as outlined in *Section 17k – Staffing* of the Contract.

4. Services will be made available to ☐ Males ☐ Females.

Unless a specific special population(s) is identified below, services will be made available to all individuals in the specified age group(s) and gender(s) identified above regardless of racial or ethnic status or other special population(s).

Special population(s) to be served: ☐ No ☐ Yes

If yes, indicate special population to be served: [\[Insert Population Here\]](#).

5. Services will be provided in SPA [\[Insert # Here\]](#) and Supervisorial District(s) [\[Insert #\(s\) Here\]](#). This includes the following Los County city(ies) and/or community(ies): [\[Insert Names Here\]](#), and as defined by the following boundaries (e.g., streets if not entire city, zip codes) [\[Insert Additional Information Here\]](#).

D. SERVICE DELIVERY SITES AND DAYS/HOURS OF OPERATION

The primary and secondary/satellite sites (e.g., schools) where services are provided and/or administered is as follows. Include all sites identified in the County approved Work Plan. A current agreement letter is required for all regular services provided at schools and other locations where the Contractor does not own or lease the property. This document must comply with all host site requirements (e.g., school, district), including services to be provided (e.g., frequency, days/times, group topics). A copy must be provided to SAPC prior to delivery of services. An FNL Charter may be accepted in lieu of an MOU if it includes all required information.

Primary Facility Site					
1	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Email Contact Address(es)				
	Enter Days and Hours of Operations				
	Enter Site Address				

Secondary or Satellite Facility Sites					
2	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				
3	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				

4	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?	
	Enter Days and Hours of Operations				
	Enter Site Address				

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at primary and secondary/satellite location(s) and/or before commencing such services at any other location. If the population/ages served, days and hours of operation, telephone number, FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

E. DATA REPORTING, REPORTS AND EVALUATION

1. California Outcome Measurement Service for Prevention (CalOMS Pv): All substance abuse prevention services provided per the County approved Work Plan, shall be entered in the CalOMS Pv web-based data collection system as required by the California Department of Health Care Services (DHCS), CFNLP and as further outlined in the following supplemental documents: *Substance Abuse Prevention Services Program Manual*, *CalOMS Pv Reporting and Data Submission Procedure*, *CalOMS Pv Data Entry Process*, *CalOMS Pv Data Entry Terms*, and the *Work Plan Instructions*.

Payments may be delayed and/or disallowed if CalOMS Pv data entry is consistently delinquent, inaccurate, does not fully represent completion of services in the County approved Work Plan, and/or otherwise does not comply with County, DHCS and CFNLP data reporting requirements.

2. County Conducted Evaluation: Contractor agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, completing on-line surveys and interviews as requested, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described shall constitute a breach of contract and this SOW may be terminated by County.
3. Required Reports: The following reports are required annually and must comply with all requirements outlined in the instructions and template: Annual Work Plan(s), Work Plan Amendments (as required), Year-End Report (including quarterly updates as required), and Training and Staff Development Plan. All reports required by the CFNLP must also be submitted to SAPC in advance for review and comment, including monthly timeline updates and *Roadmap* applications. Contractor must also inform SAPC immediately when the CFNLP provides new guidance or instruction on implementation of the FNL, Club Live, and FNL Kids programs.

Additional reports may be required as necessary to ensure contract compliance and quality assurance. Report formats will be provided and required, and claims reimbursement may be delayed if reports are not submitted on-time and as required.

F. STAFFING AND TRAINING REQUIREMENTS

1. Program Director: Contractor shall designate a Program Director to administer the prevention services provided under this SOW. In addition to the Minimum Qualifications described below, such person shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation and knowledge of State and County funding and other requirements for AOD prevention services.
2. Prevention Coordinator: One full-time equivalent (1 FTE = 40 hours a week) position must be assigned to the AODPS-FNL contract to serve as the Prevention Coordinator. Unless otherwise designated by the Contractor, this individual will be the primary contact for the Contract and responsible for oversight of daily operations including implementation of the County approved Work Plan; ensuring compliance with County, State and federal funding contract requirements; and maintaining compliance with data entry into the CalOMS Pv. The Prevention Coordinator is under the supervision of the Program Director.
3. Minimum Qualifications: All staff employed (full-time and part-time) under this SOW to provide direct services (e.g., Staff Hours) must meet the following minimum qualifications:
 - a. One (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services prior to employment. Education may be substituted for experience where coursework is directly related to an ATOD prevention or public health field; and
 - b. Experience developing, providing, and/or evaluating community-based environmental prevention programs/services; and
 - c. Experience conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation; and
 - d. Ability to implement evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors; and
 - e. Competency to work with the various ethnic/cultural groups in the target area/community.

If applicants for positions other than the Program Director and Prevention Coordinator do not meet the above requirements, other relevant experience (e.g., community organizing, other prevention experience) may be substituted if approved by SAPC in advance of hiring and where agreed to trainings are provided by an external training organization within three (3) months of employment.

4. Staff Positions and Vacancies: All positions outlined on the Budget to provide *Staff Hours* must be filled at the approved designated level throughout the SOW term.

If any position becomes vacant during the term of this SOW, the SAPC Director or designee must be notified within ten (10) calendar days. The resume and related experience for individuals selected to temporarily or permanently fill the Program Director and Prevention Coordinator positions must be submitted to the designated SAPC representative for review prior to employment. SAPC may deny employment on this SOW when a candidate's experience does not meet minimum requirements and/or is not adequately substantiated. All vacancies must be filled within sixty (60) calendar days after the vacancy occurs.

5. Fingerprint Clearance Requirements: Contractor shall comply with all fingerprint clearance requirements as outlined under *Section 17k – Staffing* of the Contract.
6. Agency Training Requirements: Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this SOW. Contractor shall be responsible for the training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this SOW shall participate. This includes requirements as outlined under *Section 17K – Training* of the Contract.
7. County Meeting and Training Requirements: The Program Director and/or Prevention Coordinator shall attend all County required meetings and trainings, and the representative(s) in attendance must have the ability to participate and make decisions in reference to this SOW on behalf of the Contractor.

G. REIMBURSEMENT AND CLAIMS SUBMISSION

Reimbursement Structure: Contractor will be reimbursed for actual reimbursable costs incurred while providing services designated in this SOW in accordance with the dollar amounts listed in Exhibit C and in the Budget(s) attached hereto and incorporation herein by reference, and as such costs are reflected in Contractor's billing statements. The definition of "services" shall include time spent performing any service activities designated in this SOW and shall also include time spent on preparation for such service activities.

Reimbursement may be delayed and/or disallowed if Contractor is non-compliant with the terms of the SOW including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full, submit data/documentation reflective of all services as outlined in the County approved Work Plan, and appropriately document or input service data into the CalOMS Pv database as required. In no event shall County's compensation to Contractor exceed the one-twelfth (1/12) monthly maximum allocation stated herein.

H. QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the Substance Abuse Prevention and Control Master Audit Program; County Standard Terms and Conditions; as required in the PERFORMANCE BENCHMARKS AND DASHBOARDS Paragraph of the Contract; as required in the QUALITY CONTROL paragraph of this Statement of Work, and the following additional requirements:

1. County Monitoring: Monitoring visits will occur at least once each fiscal year to determine completion of activities, outcomes, and STOs outlined in the Work Plan and this SOW. Unsubstantiated and/or incomplete activities will be discussed and included as an area of deficiency in the monitoring site visit report as applicable. All areas of deficiency and/or technical assistance needs will require a written Corrective Action Plan (CAP) where the Contractor must identify the steps to be taken to ensure the deficiencies do not reoccur. A CAP follow-up visit will occur in the next fiscal year.
2. County Observations: In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

I. **QUALITY CONTROL**

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the designated County Contract Program Auditor for review. The plan shall include, but may not be limited to the following:

1. Method of monitoring to ensure that Contract requirements are being met.
2. A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
3. As a result of federal, State, and local emphasis on better documenting and assessing program effectiveness, County may, at its sole discretion, require Contractors to participate in County-authorized process and outcome evaluations.

[INSERT AGENCY NAME]**EXHIBIT C-X****Alcohol and Other Drug Prevention Services (AODPS)**[INSERT TYPE OF SERVICES]**COST REIMBURSEMENT:**

	<u>Period of 07/01/16 to 06/30/17</u>	<u>Period 07/01/17 to 06/30/18</u>
1. Maximum Allocation	\$_____	\$_____
2. Projected Revenue	\$_____	\$_____
3. Gross Program Allocation (Item 1 plus Item 2)	\$_____	\$_____
4. Maximum Monthly Amount/Allocation (Item 1 divided by the number of months in the period)	\$_____	\$_____

Reallocation of funds between SOWs is not permitted under this Contract.

County reserves the right to withhold payments to Contractor for reasons set forth in this Contract, including, but not limited to Paragraph 5, Subparagraph H, and Paragraph 15, Subparagraph G of the CONTRACT.

AODPS._____

[INSERT AGENCY NAME]**BUDGET C-X****Alcohol and Other Drug Prevention Services (AODPS)****[INSERT TYPE OF SERVICES]****COST REIMBURSEMENT:**

	<u>Period of 07/01/16</u> <u>to 06/30/17</u>	<u>Period 07/01/17</u> <u>to 06/30/18</u>
1. Salaries	\$_____	\$
2. Facility Rent/Lease	\$_____	\$
3. Equipment Leases	\$_____	\$
4. Services and Supplies	\$_____	\$
5. Administrative Overhead	\$_____	\$
6. Gross Budget	\$_____	\$

County reserves the right to withhold payments to Contractor for reasons set forth in this Contract, including, but not limited to Paragraph 5, Subparagraph H, and Paragraph 15, Subparagraph G of the CONTRACT.

AODPS._____

Contract No. PH-002780

**DEPARTMENT OF PUBLIC HEALTH
ALCOHOL AND OTHER DRUG PREVENTION SERVICES**

Amendment No. 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2016,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),

and BEHAVIORAL HEALTH SERVICES, INC.
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "ALCOHOL AND
OTHER DRUG PREVENTION SERVICES CONTRACT", dated July 1, 2014, and
further identified as Contract No. PH-002780, and any Amendments thereto (all
hereafter "Contract"); and

WHEREAS, it is the intent of the parties hereto to amend Contract to increase
funding for fiscal year 2016-17, extend the term of the Contract through June 30, 2018,
increase the County maximum obligation, and make other hereafter designated
changes; and

WHEREAS, said Contract provides that changes may be made in the form of a
written amendment which is formally approved and executed by the parties; and

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2016.

2. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph A shall be revised to read as follows:

“A. Contractor shall provide services in the manner described in Exhibit A (Statement(s) of Work identified as Exhibits A-1.1, A-2.1, A-3.2, A-4 and A-5) and all its attachments, attached hereto and incorporated herein by reference.”

3. Paragraph 3, TERM OF CONTRACT, the first Subparagraph, shall be revised to read as follows:

“The term of this Contract shall be effective July 1, 2014 and shall continue in full force and effect through June 30, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

4. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, Subparagraph C shall be revised and Subparagraph G shall be added to read as follows:

“C. Effective July 1, 2016 through June 30, 2017, the maximum obligation of County for all services provided hereunder shall not exceed One Million, One Hundred Seventy-Five Thousand, Four Hundred Twenty-Six Dollars (\$1,175,426), as set forth in Exhibits C-1-3, C-2-3, and C-3-3.1, attached hereto and incorporated herein by reference.”

“G. Effective July 1, 2017 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed Eight Hundred Sixty-Four Thousand, Six Hundred Twenty-Seven Dollars (\$864,627), as set forth in Exhibits C-1-4, C-2-4, and C-3-4, attached hereto and incorporated herein by reference.”

5. Paragraph 5, INVOICES AND PAYMENT, Subparagraph D, Methods of Reimbursement, shall be replaced to read as follows:

“D. Methods of Reimbursement:

Cost Reimbursement: Contractor shall be paid for actual reimbursable costs incurred while providing services in accordance with the dollar amounts listed in Exhibit C. Furthermore, reimbursements are made in accordance with the line-item categories of the Budgets. The Definition of “services” for purposes of this Paragraph shall include time spent performing any service activities designated in the Statement of Work and shall also include any time spent on the preparations for such service activities.”

6. Paragraph 6, FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS, Subparagraph A shall be revised to read as follows:

“A. Upon Director’s specific written approval, as authorized by the County’s Board of Supervisors, County may: 1) increase or decrease funding up to ten percent (10%) above or below each term’s annual base maximum obligation; 2) reallocate funds between budgets within this Contract where such funds can be more effectively used by Contractor up to ten percent (10%) of the term’s annual base maximum obligation; and 3) make modifications to or within budget categories within each budget, as reflected in Exhibit C, and make corresponding service adjustments, as necessary. Such adjustments may be made based on the following: (a) if additional monies are available from federal, State, or County funding sources; (b) if a reduction of monies occurs from federal, State, or County funding sources; and/or (c) if County determines from

reviewing Contractor's records of service delivery and billings to County that an underutilization of funds provided under this Contract will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source and as authorized by the County's Board of Supervisors. Adjustments and reallocations of funds in excess of the aforementioned amount shall require separate approval by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds between budgets in this Contract shall be effectuated by an administrative amendment to this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract. Any modification to or within budget categories within each budget, as reflected in Exhibit C, shall be effectuated by a change notice that shall be incorporated into and become part of this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract.”

7. Paragraph 7, ALTERATION OF TERMS/AMENDMENTS, shall be replaced in entirety to read as follows:

“A. The body of this Contract and any Exhibit(s) attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the

form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.

B. The County's Board of Supervisors; the Chief Executive Officer or designee; or applicable State and/or federal entities, laws, or regulations may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract to comply with changes in law or County policy. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer, or State or federal entity. To implement such changes, an Amendment to the Contract shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors.

C. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit extensions or adjustments of the contract term; the rollover of unspent Contract funds; and/or an internal reallocation of funds between budgets up to 10 percent (10%) of each term's annual base maximum obligation and/or an increase or decrease in funding up to 10 percent (10%) above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable Contract term, and make corresponding service adjustments, as necessary, an Administrative Amendment shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and shall be incorporated into and become part of this Contract.

D. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit modifications to or within budget categories within each budget, as reflected in Exhibit C, and corresponding adjustment of the scope of work tasks and/or activities and/or allow for changes to hours of operation, changes to service locations, and/or correction of errors in the Contract's terms and conditions, a written Change Notice shall be signed by the Director and Contractor, as authorized by the County's Board of Supervisors. The executed Change Notice shall be incorporated into and become part of this Contract."

8. Paragraph 15, RECORD RETENTION AND AUDITS, Subparagraph H (5) shall be revised to read as follows:

"In the event that Contractor's actual allowable and documented cost for a unit of service are less than fee-for-service rate(s) set out in the budget(s), the Contractor shall be reimbursed for its actual allowable and documented costs only."

9. Paragraph 17Y, TRAFFICKING VICTIMS PROTECTION ACT OF 2000, shall be added to read as follows:

"17Y. TRAFFICKING VICTIMS PROTECTION ACT OF 2000:

Contractors that provide services covered by this Contract shall comply with Section 106(g) of the Trafficking Victims Protection Act of 2000 as amended (22 U.S.C. 7104). Additionally, as part of the annual training requirements included in your contract, providers must include a Trafficking Victims education component. Trainings are available at the following link:

[http://www.dhs.gov/blue-campaign/awareness-training.](http://www.dhs.gov/blue-campaign/awareness-training)”

10. Effective on the date of this Amendment, Exhibit A-3.1 shall be replaced with Exhibit A-3.2, attached hereto and incorporated herein by reference.

11. Effective on the date of this Amendment, wherever “Exhibit A-3.1” is referenced in this Contract it shall now be referred to as “Exhibit A-3.2”.

12. Effective on the date of this Amendment, Exhibits A-4 and A-5 shall be attached hereto and incorporated herein by reference.

13. Effective on the date of this Amendment, Exhibit C-3-3 shall be replaced with Exhibit C-3-3.1, attached hereto and incorporated herein by reference.

14. Effective on the date of this Amendment, wherever “Exhibit C-3-3” is referenced in this Contract it shall now be referred to as “Exhibit C-3-3.1”.

15. Effective on the date of this Amendment, Exhibits C-1-3, C-2-3, C-1-4, C-2-4, and C-3-4 shall be attached hereto and incorporated herein by reference.

16. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Interim Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Cynthia A. Harding, M.P.H.
Interim Director

BEHAVIORAL HEALTH SERVICES,
INC. _____
Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

By _____
Patricia Gibson, Chief
Contracts and Grants Division

#03565

BEHAVIORAL HEALTH SERVICES, INC.**STATEMENT OF WORK****Alcohol and Other Drug Prevention Services****Comprehensive Prevention Services****July 1, 2016 through June 30, 2018****A. SERVICE MODALITIES**

Funding provided under this Statement of Work (SOW) shall cover Alcohol and Other Drug Prevention Services (AODPS), Comprehensive Prevention Services (CPS) as described herein.

AODPS-CPS aim to 1) decrease underage drinking and binge drinking; 2) decrease illicit drug use that is marijuana, methamphetamine, and ecstasy, and/or 3) decrease misuse of legal products that is inhalants, over-the-counter medications, and prescription drugs, among youth and young adults in Los Angeles County. This is achieved through culturally competent evidence-based prevention programs/services that focus on both community and individual level efforts to reduce alcohol availability and accessibility and decrease the social norms and community conditions that contribute to alcohol and other drug (AOD) use within the target population(s) and/or communities. The selection of services is data-driven, and designed to specifically address the highest priority AOD related problems and contributing factors of the target community(ies). The services must also clearly align with the County's Strategic Prevention Framework (SPF). This includes changing the local environment and conditions that facilitate AOD use and changing the knowledge and behaviors of youth and adults that contribute to community norms about AOD use or actual AOD use.

Integral to the success of these efforts is active and sustained involvement of local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers, and others who are knowledgeable of the local AOD related issues and who are committed to engaging in evidence-based solutions. AODPS-CPS contractors will appropriately engage community members and leaders throughout the process to best identify, implement and sustain efforts.

B. SERVICES TO BE PROVIDED

1. Comprehensive Community Assessment (CCA): Contractor shall conduct a CCA within the first six (6) months of the award (January through June 2012) (hereafter "initial CCA") and throughout the SOW term as required by the County and in accordance with the *Substance Abuse Prevention Services Program Manual*. The purpose of the CCA is to gather and analyze data from a variety of data sources (i.e., archival data, surveys, focus groups, key informant interviews, environmental scans) and identify the priority alcohol problems and contributing factors of the target area.

1. Data Submission: Upon completion of the initial CCA and any required updates, the Contractor shall submit all raw data and other documentation of findings and results to Substance Abuse Prevention and Control (SAPC) to be incorporated in the County-wide community assessment database. Data integrity must be maintained, and refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe.
2. Data Management: The Contractor must develop and maintain a *Data Management Plan* that at minimum verifies that all original documents (i.e., surveys, focus group notes) are maintained for the duration of the contract term, and that hard copies are maintained in a locked cabinet and electronic data is password protected.
2. Strategic Prevention Framework (SPF): The five (5) step SPF model is the framework for these prevention services and each step (assessment, capacity, planning, implementation, and evaluation) and the overarching concepts of cultural competency and sustainability, must be appropriately incorporated as needed and required throughout the SOW term, including as further outlined below.
3. Logic Models: Data from the initial CCA will be used to develop a Problem Analysis Logic Model that outlines the priority AOD problems and contributing factors identified during the initial CCA and a Planning Logic Model that translates these priorities into goals and objectives. These logic models will be the foundation for determining what substance abuse prevention efforts are implemented by the Contractor during the Contract term, and/or until another CCA is conducted.

All substance abuse prevention efforts implemented under this SOW must clearly align with the County's SPF plan and substance abuse prevention priorities. For AODPS-CPS contractors this is limited to the following County Goals, Long-Term Objectives (LTO) and Short-Term Objectives (STO):

Goal 1: Decrease underage drinking and binge drinking among youth and young adults in Los Angeles County.

LTO 1.1: Reduce availability of and access to alcohol by underage youth.

STO 1.1.1 - Decrease rates of retail access to alcohol by underage youth.

STO 1.1.2 - Decrease rates of social access to alcohol by underage youth.

STO 1.1.3 - Decrease the availability of alcohol in the community to underage youth.

LTO 1.2: Change social norms that contribute to alcohol use by decreasing favorable attitudes toward underage and binge drinking.

STO 1.2.1 - Increase parent/guardian communication and disapproval of underage alcohol use.

STO 1.2.2 - Increase recognition of high-risk alcohol use patterns among youth and young adults

STO 1.2.3 - Decrease social influences associated with alcohol use among youth and young adults.

STO 1.2.4 - Reduce exposure to outdoor and in-store alcohol advertising.

Goal 2: Decrease illicit drug use (i.e. marijuana, methamphetamine, ecstasy) among youth and young adults in Los Angeles County.

LTO 2.1: Reduce availability of and access to illicit drugs by youth and young adults.

STO 2.1.1 - Decrease rates of access to illicit drugs in homes, parties, and public events.

STO 2.1.2 - Decrease access to illicit drugs in retail settings.

LTO 2.2: Decrease community conditions conducive to illicit drug use.

STO 2.2.1 - Decrease neighborhood tolerance for drug dealing.

STO 2.2.2 - Decrease prevalence of nuisance locations.

LTO 2.3: Change social norms that contribute to substance use by decreasing favorable attitudes toward illicit drug use.

STO 2.3.1 - Increase parent/guardian communication and disapproval of illicit drug use.

STO 2.3.2 - Decrease social influences associated with illicit drug use among youth and young adults.

STO 2.3.3 - Reduce exposure to pro-drug products and advertising.

Goal 3: Decrease misuse of legal products (i.e. inhalants, over-the-counter (OTC) medications, prescription (Rx) drugs) among youth and young adults in Los Angeles County.

LTO 3.1: Reduce availability of and access to legal products that can be misused among youth and young adults.

STO 3.1.1 - Increase retail outlet management of substances that can be misused.

STO 3.1.2 - Increase adult management of substances in the home that can be misused.

LTO 3.2: Change social norms that contribute to substance use by decreasing favorable attitudes toward use of legal products commonly available in the home or retail outlets that can be misused.

STO 3.2.1 - Increase parent/guardian communication and disapproval of OTC, Rx, and inhalants misuse.

STO 3.2.2 - Decrease social influences associated with misuse of legal products among youth and young adults.

4. Work Plan(s): The Work Plan shall outline the specific Major Activities and associated Tasks needed to achieve the Provider STOs, and ultimately impact the LTOs and Goals, outlined in the Planning Logic Model. Only the most relevant efforts that directly contribute to achieving the identified County Goals, LTOs and STOs may be included in the Work Plan(s) and claimed for reimbursement. The Work Plan(s) must be completed using the required template and by following the provided instructions, which include but are not limited to the following criteria:

- a. Two goals (Goal 1 is required) and one associated LTO (LTO 1.1 is required) and STO is required. A separate Work Plan(s) must be completed for each LTO and/or city/community selected.
 - b. The Work Plan(s) must include all Major Activities and associated Tasks needed to achieve the Provider and County STOs and selected evidence-based practices as further outlined; and
 - c. The Work Plan(s) must be submitted to the County at least sixty (60) calendar days prior to the start of each fiscal year for approval. The documents must be submitted in an approvable format and fully detail the necessary Major Activities and associated Tasks to achieve the Provider and County STOs, and include a sufficient volume of services commensurate to the funding amount.
 - d. The Work Plan(s) will be an attachment to the contract and may be revised with SAPC approval up to August 31st of the associated fiscal year; and
 - e. Overall, the Work Plan(s) submitted over the entire SOW term must include a logical and appropriate progression in services and activities needed to favorably impact the selected Goals, LTOs and STOs. Furthermore, the identified process and outcome measures should collectively be able to determine if this combination of services and activities had the expected impact or if modifications are needed.
5. Evidence-Based Practices (EBP): Only AOD prevention services, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level AOD use and related outcomes may be implemented. As such, all Work Plan Major Activities and associated Tasks must be directly related to successful implementation of allowable EBP(s).

Allowable EBP options include 1) evidence-based programs or curricula categorized under substance abuse prevention on the National Registry of Evidence-based Programs and Practices or Communities That Care Prevention Strategies Guide; 2) substantiated AOD environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the intended outcomes. If using option three (3), the County must ensure that a comprehensive service approach can be implemented based on the selection(s), and validate the research and approve the selection(s) prior to implementation.

Contractor selected evidence-based practices/programs is/are: [Insert EBP(s) Here].

Failure to document implementation of the evidence-based practices listed above with fidelity, including modifications approved by the County, for each fiscal year of the SOW term shall be determined a breach of contract, and may result in a funding reduction up to and including SOW termination.

6. Community Engagement: Contractors must engage community members in their targeted area(s) and establish and or/sustain a Coalition to obtain feedback to guide the development of its prevention services and effectively and efficiently adjust to changing community needs. The Coalition shall have an established vision/mission objectives, structure, and membership roles/responsibilities and convene at least quarterly for the purpose of advancing the AOD prevention objectives. An agenda, sign-in sheet, and meeting minutes must be maintained for each session where the minutes include statements of proceedings, listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken.

The Contractor must also actively participate in the SPA-Based Coalition on Alcohol Availability and Accessibility in the SPA(s) where it provides services to effectively inform, engage, and mobilize community support, particularly in its target area(s), around the Coalition's prevention efforts.

7. Additional Requirements: The *Substance Abuse Prevention Services Program Manual* and associated *Bulletins* and/or *Procedures* provide additional details on programmatic requirements of the Contract, including but not limited to those listed above.

C. PERSONS AND AREAS TO BE SERVED

1. This Contract requires delivery of individual and community focused prevention efforts. For community/environmental services, "persons served" refers to those individuals who are directly involved in the development and/or implementation of such efforts. Depending on what services are outlined in the County approved Work Plan, this may include, but is not limited to, government officials, community members, local businesses, agencies providing various prevention services, and youth advocates. For individual focused services, "persons served" refers to those individuals (e.g., youth, young adults, parents/guardians) who are direct recipients of a service or activity.
2. The following Institute of Medicine (IOM) prevention classification categories are allowable:

Universal Prevention: Targets the entire population (national, local community, school, and neighborhood) with messages and programs aimed at preventing or delaying the (ab)use of alcohol or other drugs. All members of the population share the same general risk for substance (ab)use, although the risk may vary among individuals.

Selective Prevention: Targets subsets of the total population at risk for substance abuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk for substance abuse than the general population. An individual's personal risk is not specifically assessed or identified, and is based solely on a presumption given his or her membership in the at-risk subgroup.

Indicated Prevention: Targets individuals who do not meet Diagnostic and Statistical Manual of Mental Disorders Fourth Edition, Text Revision (DSM-IV-TR) criteria for abuse or dependence, but who are showing early danger signs, such as failing grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting potential early signs of substance abuse and other problem behaviors associated with substance abuse and to target them with special programs.

In all cases, these prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for a substance use disorder according to the Fifth Edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). A screening and/or assessment shall not be conducted for the sole purpose of making this determination. Furthermore, any use of screening tools under prevention contracts must be included on work plans and approved by SAPC in advance.

3. Services will be provided to and/or involve the following age group(s): Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Children 0-7 years old | <input type="checkbox"/> Young Adults 18-24 years old |
| <input type="checkbox"/> Children 8-11 years old | <input type="checkbox"/> Adults 25-59 years old |
| <input type="checkbox"/> Youth 12-17 years old | <input type="checkbox"/> Older Adults 60+ years old |

4. All agencies that indicate above, or it is otherwise substantiated, that the contracted and/or provided services require(d) any contact with individuals less than 18 years of age must comply with fingerprint clearance requirements as outlined in the Contract, under, Paragraph 22, Subparagraph D, Background and Security Investigations.

Services will be made available to ☐ Males ☐ Females.

Unless a specific special population(s) is identified below, services will be made available to all individuals in the specified age group(s) and gender(s) identified above regardless of racial or ethnic status or other special population(s).

Special population(s) to be served: ☐ No ☐ Yes

If yes, indicate special population to be served: [\[Insert Population Here\]](#).

5. Services will be provided in SPA [\[Insert # Here\]](#) and Supervisorial District(s) [\[Insert #\(s\) Here\]](#). This includes the following Los County city(ies) and/or community(ies): [\[Insert Names Here\]](#), and as defined by the following boundaries (e.g., streets if not entire city, zip codes) [\[Insert Additional Information Here\]](#).

D. SERVICE DELIVERY SITES AND DAYS/HOURS OF OPERATION

The primary and secondary/satellite sites (e.g., schools) where services are provided and/or administered is as follows. Include all sites identified in the County approved Work Plan. A current agreement letter is required for all regular services provided at schools and other locations where the Contractor does not own or lease the property. This document

must comply with all host site requirements (e.g., school, district), including services to be provided (e.g., frequency, days/times, group topics). A copy must be provided to SAPC prior to delivery of services.

Primary Facility Site				
1	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Email Contact Address(es)			
	Enter Days and Hours of Operations			
	Enter Site Address			

Secondary or Satellite Facility Sites				
2	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
3	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
4	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			
5	Enter Site Name/School Name	Enter Phone #	Enter Fax #	Minors Served?
	Enter Days and Hours of Operations			
	Enter Site Address			

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at primary and secondary/satellite location(s) and/or before commencing such services at any other location. If the population/ages served, days and hours of operation, telephone number, FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

E. DATA REPORTING, REPORTS AND EVALUATION

1. California Outcome Measurement Service for Prevention (CalOMS Pv): All substance abuse prevention services provided per the County approved Work Plan, shall be entered in the CalOMS Pv web-based data collection system as required by the California Department of Health Care Services (DHCS) and as further outlined in the following supplemental documents: *Substance Abuse Prevention Services Program Manual*, and the *Work Plan Instructions*.

Contractor shall enter data on a weekly basis and comply with meeting monthly reporting timelines, participate in webinar training sessions, and follow guidelines for reporting prevention service activities. Payments may be delayed and/or disallowed if CalOMS Pv data entry is consistently delinquent, inaccurate, does not fully represent completion of services in the County approved Work Plan, and/or otherwise does not comply with County and DHCS data reporting requirements.

2. Agency Conducted Evaluation: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within sixty (60) days of the agreement award and update the plan each fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, verification that a maximum of ten (10) percent of the budget is allocated for program evaluation each fiscal year, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by County.
3. County Conducted Evaluation: Contractor agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, completing on-line surveys and interviews as requested, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described shall constitute a breach of contract and this SOW may be terminated by County.
4. Required Reports: The following reports are required annually and must comply with all requirements outlined in the instructions and template: Annual Work Plan(s), Work Plan Amendments (as required), Year-End Report (including quarterly updates as required), Evaluation Report, Training and Staff Development Plan, and CCA reports and results. Additional reports may be required as necessary to ensure contract compliance and quality assurance. Report formats will be provided, and claims reimbursement may be delayed if reports are not submitted on-time and as required.

F. STAFFING AND TRAINING REQUIREMENTS

1. Program Director: Contractor shall designate a Program Director to administer the prevention services provided under this SOW. In addition to the Minimum Qualifications described below, such person shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation and knowledge of State and County funding and other requirements for AOD prevention services.

2. Prevention Coordinator: One full-time equivalent (1 FTE = 40 hours a week) position must be assigned to the AODPS-CPS contract to serve as the Prevention Coordinator. Unless otherwise designated by the Contractor, this individual will be the primary contact for the Contract and responsible for oversight of daily operations including implementation of the County approved Work Plan; ensuring compliance with County, State and federal funding contract requirements; and maintaining compliance with data entry into CalOMS Pv. The Prevention Coordinator is under the supervision of the Program Director.
3. Minimum Qualifications: All staff employed (full-time and part-time) under this SOW to provide direct services must meet the following minimum qualifications:
 - a. One (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services prior to employment. Education may be substituted for experience where coursework is directly related to an ATOD prevention or public health field; and
 - b. Experience developing, providing, and/or evaluating community-based environmental prevention programs/services; and
 - c. Experience conducting activities that align with the Strategic Prevention Framework (SPF) Steps: Assessment, Capacity, Planning, Implementation, and Evaluation; and
 - d. Experience engaging and/or organizing community members, businesses, and community leaders in the implementation/adoption of a community and/or population based effort; and
 - e. Ability to implement evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors; and
 - f. Competency to work with the various ethnic/cultural groups in the target area/community.

If applicants for positions other than the Program Director and Prevention Coordinator do not meet the above requirements, other relevant experience (e.g., community organizing, other prevention experience) may be substituted if approved by SAPC in advance of hiring and where agreed to trainings are provided by an external training organization within three (3) months of employment.

4. Staff Positions and Vacancies: All positions outlined on the Budget to provide *prevention services* must be filled at the approved designated level throughout the SOW term.

If any position becomes vacant during the term of this SOW, the SAPC Director or designee must be notified within ten (10) calendar days. The resume and related experience for individuals selected to temporarily or permanently fill the Program Director and Prevention Coordinator positions must be submitted to the designated SAPC representative for review prior to employment. SAPC may deny employment on this SOW when a candidate's experience does not meet minimum requirements and/or is not adequately substantiated. All vacancies must be filled within sixty (60) calendar days after the vacancy occurs.

5. Fingerprint Clearance Requirements: Contractor shall comply with all fingerprint clearance requirements as outlined in the Contract, under Paragraph 22, Subparagraph D, Background and Security Investigations.
6. Agency Training Requirements: Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this SOW. Contractor shall be responsible for training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this SOW shall participate. This includes requirements as outlined in the Contract under, Paragraph 63, Staff and Training/Staff Development.
7. County Meeting and Training Requirements: The Program Director and/or Prevention Coordinator shall attend all County mandated meetings and trainings, and the representative(s) in attendance must have the ability to participate and make decisions in reference to this SOW on behalf of the Contractor.

G. REIMBURSEMENT AND CLAIMS SUBMISSION

Reimbursement Structure:

Contractor will be reimbursed for actual reimbursable costs incurred while providing services designated in this SOW in accordance with the dollar amounts listed in Exhibit C and in the Budget(s) attached hereto and incorporated herein by reference, and as such costs are reflected in Contractor's billing statements. The definition of "services" shall include time spent performing any service activities designated in this SOW and shall also include time spent on preparation for such service activities.

Reimbursement may be delayed and/or disallowed if Contractor is non-compliant with the terms of the SOW including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full, submit data/documentation reflective of all services as outlined in the County approved Work Plan, and appropriately document or input service data into the CalOMS Pv database as required. In no event shall County's compensation to Contractor exceed the one-twelfth (1/12) monthly maximum allocation stated herein.

H. QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the Substance Abuse Prevention and Control Master Audit Program; County Standard Terms and Conditions; as required in the PERFORMANCE BENCHMARKS AND DASHBOARDS Paragraph of the Contract; as required in the QUALITY CONTROL paragraph of this Statement of Work, and the following additional requirements:

1. County Monitoring: Monitoring visits will occur at least once each fiscal year to determine completion of activities, outcomes, and STOs outlined in the *Work Plan* and this SOW. Unsubstantiated and/or incomplete activities will be discussed and included as an area of deficiency in the monitoring site visit report as applicable. All areas of

deficiency and/or technical assistance needs will require a written Corrective Action Plan (CAP) where the Contractor must identify the steps to be taken to ensure the deficiencies do not reoccur. A CAP follow-up visit will occur in the next fiscal year.

2. County Observations: In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

I. **QUALITY CONTROL**

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the designated County Contract Program Auditor for review. The plan shall include, but may not be limited to the following:

1. Method of monitoring to ensure that Contract requirements are being met.
2. A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
3. As a result of federal, State, and local emphasis on better documenting and assessing program effectiveness, County may, at its sole discretion, require Contractors to participate in County-authorized process and outcome evaluations.

AODPS.CPS
Revised 4/11/16 yc

BEHAVIORAL HEALTH SERVICES, INC.**EXHIBIT C-X-X****Alcohol and Other Drug Prevention Services (AODPS)****Comprehensive Prevention Services (CPS)**

(INSERT CITY)

COST REIMBURSEMENT:

	<u>Period of 07/01/16 to 06/30/17</u>	<u>Period 07/01/17 to 06/30/18</u>
1. Maximum Allocation	\$_____	\$
2. Projected Revenue	\$_____	\$
3. Gross Program Allocation (Item 1 plus Item 2)	\$_____	\$
4. Maximum Monthly Amount/Allocation (Item 1 divided by the number of months in the period)	\$_____	\$

Reallocation of funds between SOWs is not permitted under this Contract.

County reserves the right to withhold payments to Contractor for reasons set forth in this Contract, including, but not limited to Paragraph 5, Subparagraph H, and Paragraph 15, Subparagraph G of the CONTRACT.

AODPS.CPS

BEHAVIORAL HEALTH SERVICES, INC.**BUDGET C-X-X****Alcohol and Other Drug Prevention Services (AODPS)****Comprehensive Prevention Services (CPS)**

(INSERT CITY)

COST REIMBURSEMENT:

	<u>Period of 07/01/16</u> <u>to 06/30/17</u>	<u>Period 07/01/17</u> <u>to 06/30/18</u>
1. Salaries	\$_____	\$
2. Facility Rent/Lease	\$_____	\$
3. Equipment Leases	\$_____	\$
4. Services and Supplies	\$_____	\$
5. Administrative Overhead	\$_____	\$
6. Gross Budget	\$_____	\$

County reserves the right to withhold payments to Contractor for reasons set forth in this Contract, including, but not limited to Paragraph 5, Subparagraph H, and Paragraph 15, Subparagraph G of the CONTRACT.

AODPS.CPS

Contract No. PH-002386

**DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE USE DISORDER SERVICES AGREEMENT**

Amendment No. 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2016,

by and between

COUNTY OF LOS ANGELES (hereafter
"County")

and

SOCIAL MODEL RECOVERY
SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "SUBSTANCE
USE DISORDER SERVICES AGREEMENT", dated January 1, 2013, and further
identified as Contract No. PH-002386, and any Amendments thereto (all hereafter
"Contract"); and

WHEREAS, it is the intent of the parties to amend this Contract to extend the
term of the Contract, increase the County maximum obligation, and make other
hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a
written amendment which is formally approved and executed by the parties; and

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2016.
2. Paragraph 3, TERM OF CONTRACT, first subparagraph shall be revised

to read as follows:

“The term of this Contract shall be effective January 1, 2013 and shall continue in full force and effect through June 30, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

3. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, Subparagraphs H and I shall be added to read as follows:

“H. Effective July 1, 2016 through June 30, 2017, the maximum obligation of County for all services provided hereunder shall not exceed Three Hundred Thirty-Three Thousand, Six Hundred Sixteen Dollars (\$333,616), as set forth in Exhibit C.2, attached hereto and incorporated herein by reference.

I. Effective July 1, 2017 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Ninety-Five Thousand, Seven Hundred Twenty-One Dollars (\$295,721), as set forth in Exhibit C.2, attached hereto and incorporated herein by reference.”

4. Effective on the date of this Amendment, Exhibit C.1 shall be replaced with Exhibit C.2, attached hereto and incorporated herein by reference.

5. Effective on the date of this Amendment, wherever “Exhibit C.1” is referenced in this Contract it shall now be referred to as “Exhibit C.2.”

6. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Interim Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Cynthia A. Harding, M.P.H.
Interim Director

SOCIAL MODEL RECOVERY
SYSTEMS, INC. _____
Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

#03565

EXHIBIT C.2

SCHEDULE

SOCIAL MODEL RECOVERY SYSTEMS, INC.

Community Centered Emergency Room Project

	Period of (01/01/13- 06/30/13)	Period of (07/01/13- 06/30/14)	Period of (07/01/14- 06/30/15)	Period of (07/01/15- 06/30/16)	Period of (07/01/16- 06/30/17)	Period of (07/01/17- 06/30/18)
1. Maximum Allocation	\$ <u>100,000</u>	\$ <u>200,000</u>	\$ <u>220,000</u>	\$ <u>220,000</u>	\$ <u>333,616</u>	\$ <u>295,721</u>
2. Projected Revenue	\$ <u>19,572</u>	\$ <u>39,145</u>	\$ <u>51,585</u>	\$ <u>51,585</u>	\$ <u>14,697</u>	\$ <u>19,181</u>
3. Gross Program Allocation .. (Item 1 plus Item 2)	\$ <u>119,572</u>	\$ <u>239,145</u>	\$ <u>271,585</u>	\$ <u>271,585</u>	\$ <u>348,313</u>	\$ <u>314,902</u>
4. Maximum Monthly Amount/Allocation	\$ <u>16,666</u>	\$ <u>16,666</u>	\$ <u>18,333</u>	\$ <u>18,333</u>	\$ <u>27,801</u>	\$ <u>24,643</u>
(Item 1 divided by the number of months in the period)						

County reserves the right to withhold payments to Contractor for reasons set forth in this Contract and
ADDITIONAL PROVISIONS.

EXHIBIT C.2

BUDGET

SOCIAL MODEL RECOVERY SYSTEMS, INC.

Community Centered Emergency Room Project

<u>ITEM</u>	<u>Period of</u> <u>(01/01/13-</u> <u>06/30/13)</u>	<u>Period of</u> <u>(07/01/13-</u> <u>06/30/14)</u>	<u>Period of</u> <u>(07/01/14-</u> <u>06/30/15)</u>	<u>Period of</u> <u>(07/01/15-</u> <u>06/30/16)</u>	<u>Period of</u> <u>(07/01/16-</u> <u>06/30/17)</u>	<u>Period of</u> <u>(07/01/17-</u> <u>06/30/18)</u>
Salaries	\$ 68,130	\$ 136,260	\$ 143,288	\$ 143,288	\$ 197,745	\$ 197,745
Facility Rent/Lease	\$ 12,600	\$ 25,200	\$ 25,200	\$ 25,200	\$ 28,000	\$ 28,000
Equipment Leases	\$ 1,800	\$ 3,600	\$ 4,500	\$ 4,500	\$ 5,600	\$ 5,600
Services and Supplies	\$ 17,857	\$ 35,714	\$ 55,021	\$ 55,021	\$ 71,402	\$ 42,362
Administrative Overhead	\$ 19,185	\$ 38,371	\$ 43,576	\$ 43,576	\$ 45,566	\$ 41,195
Gross Budget*	\$ 119,572	\$ 239,145	\$ 271,585	\$ 271,585	\$ 348,313	\$ 314,902